

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a replacement for my oxygen tank, which has [briefly explain the issue, e.g., developed a leak, is out of date, etc.].

For your reference, my account number is [Your Account Number], and the model of the tank is [Model Number]. Please let me know the steps I need to follow for the replacement process.

Thank you for your assistance.

Sincerely,
[Your Name]