

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Oxygen Tank Replacement Confirmation

We are writing to confirm the replacement of the oxygen tanks as requested. The details of the replacement are as follows:

- \*\*Old Tank Serial Number:\*\* [Old Tank Serial Number]
- \*\*New Tank Serial Number:\*\* [New Tank Serial Number]
- \*\*Replacement Date:\*\* [Replacement Date]
- \*\*Location of Replacement:\*\* [Replacement Location]

Please ensure that the new tank is maintained and stored according to safety standards. If you have any questions or require further assistance, don't hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]