

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request assistance with arranging oxygen therapy for [Patient's Name or "myself" if you are the patient], as it has become essential for [his/her/their] health management.

[Briefly explain the medical necessity for oxygen therapy, including any relevant medical history or doctor's recommendations.]

I would appreciate your guidance on the necessary steps to initiate this service, including any required paperwork, equipment options, and scheduling considerations.

Thank you for your attention to this urgent matter. I look forward to your prompt response so that we can ensure the best possible care for [Patient's Name].

Sincerely,
[Your Name]