

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Installation of Oxygen Sensor

I am writing to formally request the installation of an oxygen sensor at [specific location or equipment details]. The objective of this installation is to enhance our operational efficiency and ensure compliance with environmental standards.

Details of the installation are as follows:

- ****Location:**** [Installation location]
- ****Proposed Date:**** [Proposed installation date]
- ****Duration:**** [Estimated duration of installation]
- ****Contact Person:**** [Name and contact of the responsible person]

Please let us know your availability for scheduling this installation, as well as any requirements or information you may need from our end. We appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company Name]