

[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 formally request the provision of an oxygen tank for my [personal use/medical needs] due to [briefly explain the reason, e.g., a medical condition, recent surgery, etc.].

My doctor, [Doctor's Name], has recommended that I use an oxygen tank to [explain the intended use or requirement, e.g., manage my condition, improve my quality of life, etc.]. I understand the importance of ensuring that I have the necessary equipment to support my health and well-being.

I would greatly appreciate your assistance in arranging for the delivery of an oxygen tank at your earliest convenience. If there are any specific requirements or documentation needed, please let me know so I can provide them promptly.

Thank you for your attention to this matter. I look forward to your prompt response and assistance.

Sincerely,

[Your Name]

[Additional Information, if needed]