

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

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

Dear [Recipient's Name],

I am writing to formally request an oxygen tank for [specific purpose, e.g., medical use, personal requirement]. I am [briefly describe your condition or situation that necessitates the oxygen tank].

Due to [explain why you need the tank, e.g., the unavailability of resources, financial constraints], I am seeking assistance in obtaining an oxygen tank.

I would appreciate any support you can provide in this matter. Please let me know if there are any forms or documentation needed to process my request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]