

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification Regarding Oxygen Tank Availability

I hope this letter finds you well. I am writing to inform you about the availability of a new oxygen tank at [Location/Facility Name].

The oxygen tank has the following specifications:

- Capacity: [X liters]
- Type: [e.g., portable, stationary]
- Additional Features: [e.g., regulator included, safety certifications]

Please ensure that all relevant staff are aware of this addition and are trained on its usage. Should you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Best regards,

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