

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the various options you offer for oxygen tanks.

Specifically, I am interested in the following information:

1. Types of oxygen tanks available
2. Sizes and capacities
3. Pricing and payment options
4. Rental vs. purchase options
5. Delivery and service support

I would appreciate it if you could provide details about the features, benefits, and specifications of your oxygen tank products. Additionally, if you have any brochures or catalogs, I would be grateful if you could send them my way.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]