

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to report an issue with an oxygen tank that I recently purchased/rented from your company on [date of purchase/rental]. The details of the issue are as follows:

- **\*\*Oxygen Tank Model/Serial Number:\*\*** [Insert Model/Serial Number]
- **\*\*Description of the Issue:\*\*** [Provide a detailed description of the problem, e.g., leaks, malfunction, low pressure, etc.]
- **\*\*Date Issue Noticed:\*\*** [Insert date]
- **\*\*Any Previous Attempts to Resolve:\*\*** [Briefly mention any attempts made to resolve the issue, such as adjustments or checks]

Given the nature of this equipment and its importance for [specific purpose, e.g., medical use, safety], I kindly request your prompt attention to this matter. Please advise on the next steps for resolution, including any necessary arrangements for inspection or replacement. Thank you for your assistance. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]