

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

[Service Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Service Manager's Name],

Subject: Request for Oxygen Tank Service

I hope this letter finds you well. I am writing to request service for my oxygen tank, which requires maintenance.

Details of the equipment:

- Model: [Model Number]
- Serial Number: [Serial Number]
- Location of the tank: [Location]
- Date of last service: [Last Service Date]

Please let me know a suitable time for a technician to come and perform the necessary service. If you require any additional information or if there are forms that I need to complete, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Affiliation, if applicable]