

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

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

Dear [Recipient's Name],

Subject: Request for Oxygen Tank Adjustment

I hope this letter finds you well. I am writing to formally request an adjustment to the oxygen tank provided for my [specific use or condition, e.g., medical condition].

Details of my current oxygen tank:

- Tank Model: [Model Number]
- Serial Number: [Serial Number]
- Current Pressure Setting: [Current Pressure]

Given my recent [changes in health, activities, or circumstances], I believe an adjustment is necessary to ensure optimal functionality and safety. Specifically, I would like to [describe what adjustments you request, e.g., increase/decrease the flow rate, change the tank type, etc.].

I would appreciate your prompt attention to this matter as it is crucial for my [health, performance, etc.]. Please let me know how to proceed or if you require any further information.

Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]