

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Oxygen Tank Discharge Notification

Dear [Recipient Name],

We hereby notify you that the discharge of the oxygen tank, with the following details, has been completed:

- ****Oxygen Tank Serial Number****: [Serial Number]
- ****Date of Discharge****: [Date of Discharge]
- ****Location of Discharge****: [Location]
- ****Reason for Discharge****: [Reason]

Please ensure proper disposal or management of the discharged tank as per regulatory guidelines. Should you require further information or have any concerns, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]