

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Installation of Oxygen Tank

I hope this letter finds you well. I am writing to request the installation of an oxygen tank at my residence located at [your address]. The specifications for the oxygen tank are as follows:

- Capacity: [specify capacity]
- Type: [specify type, e.g., portable or stationary]
- Additional requirements: [mention any specific installation needs or safety measures]

Please let me know your availability for a site visit to discuss the installation process and any necessary preparations on my part. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]