

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

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

Dear [Recipient's Name],

Subject: Request for Oxygen Tank Supply/Service

I hope this letter finds you well. I am writing to inquire about the availability of oxygen tanks for [specific purpose, e.g., medical use, industrial application, etc.].

[Provide detailed information about your requirements, such as size, quantity, duration of use, and any special considerations.]

I would appreciate it if you could send me the pricing details and any relevant terms and conditions. Additionally, please let me know about the delivery timelines and any necessary paperwork required.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]