

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Oxygen Tank Maintenance Notification

We hope this message finds you well. As part of our commitment to safety and operational efficiency, we would like to remind you that regular maintenance of your oxygen tanks is essential.

This letter serves as a notice for the scheduled maintenance of your oxygen tanks on [insert date]. Our trained technicians will perform the following services:

- Visual inspection of the tank and valves
- Pressure testing to ensure integrity
- Replacement of worn or damaged components
- Cleaning and sanitization of external surfaces

Please ensure that access to the oxygen tanks is available on the scheduled date. If you have any specific concerns or issues that you would like to address, feel free to include those in your response.

Thank you for your attention to this important matter. We look forward to ensuring the safety and reliability of your oxygen supply.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Phone Number]

[Email Address]