

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Oxygen Tank Notification

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about important updates regarding your oxygen tank service.

1. ****Scheduled Maintenance****: Your oxygen tank is due for scheduled maintenance on [Maintenance Date]. Please ensure that someone is available at your residence to allow our technicians access.

2. ****Safety Checks****: During this visit, we will conduct thorough safety checks to ensure the proper functioning of your equipment. Our technicians will provide you with a report on the status of your oxygen tank.

3. ****Replacement Parts****: If needed, replacement parts will be installed during this visit. You will receive prior notification regarding any additional costs.

4. ****Emergency Contact****: Should you require an emergency refill or have any questions prior to the scheduled maintenance, please contact our support team at [Support Phone Number] or [Support Email Address].

Thank you for your attention to this matter. Your safety and comfort are our top priority.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]