

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the usage of an oxygen tank for [specific purpose, e.g., medical needs, recreational activities, etc.]. Due to [briefly explain reason for oxygen tank usage], I require access to this equipment to ensure [explain the importance of usage].

I understand the responsibilities associated with using an oxygen tank and assure you that I will adhere to all safety protocols and guidelines. I am committed to returning the tank in its original condition and will follow any maintenance or usage instructions provided.

Please let me know if there are any forms or additional information you require to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]