

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the necessity of an oxygen tank for [Purpose/Patient's Name]. Due to [specific medical condition or situation], it is essential to ensure that [he/she/they] have access to supplemental oxygen for [reason].

[Add additional details about the need for the oxygen tank, including any relevant medical information or recommendations from healthcare professionals.]

I kindly request your assistance in [specific action required, e.g., acquiring the oxygen tank, coordinating with medical suppliers, etc.]. Your support in this matter is greatly appreciated and can significantly impact [Patient's Name]'s well-being.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]