

Template letters for patients travelling with oxygen

1. Template Letter/Email to Insurance Company

Subject: Request for Information and Support – Travel with Oxygen

Dear [Insurance Company],

I am a policyholder under [policy number]. I will be travelling to [destination country] from [start date] to [end date] and will require medical oxygen during my stay.

I kindly request information on:

- What coverage my insurance provides for oxygen use abroad.
- Any documents or forms required from my doctor.
- Procedures to ensure my oxygen needs are supported at my destination.

I would be grateful for your prompt guidance to make the necessary arrangements.

Sincerely,

[Full Name]

[Policy Number]

[Contact Details]

2. Template Letter/Email to Oxygen Provider at Destination

Subject: Request for Oxygen Provision During Travel

Dear [Oxygen Provider],

I am travelling to [destination] from [start date] to [end date] and require oxygen during my stay. I currently use [litres per minute / type of equipment] at home and will need the same support while abroad.

Please advise if you are able to provide oxygen during my visit, including delivery options and any paperwork required.

Thank you for your support.

Sincerely,

[Full Name]

[Address]

[Contact Details]

3. Template Letter/Email to Airline

Subject: Passenger Traveling with Oxygen – Request for Assistance

Dear [Airline],

I am booked on flight [flight number] from [departure city] to [arrival city] on [date]. I am a passenger with COPD and will be travelling with medical oxygen.

Could you please confirm:

- The airline's policy on passengers travelling with oxygen.
- Any forms or certificates required from my doctor.
- Procedures for using oxygen during the flight.

I am happy to provide any medical documentation you need.

Thank you for your assistance.

Sincerely,

[Full Name]

[Booking Reference]

[Contact Details]

4. Template Letter from Patient to Doctor

Subject: Request for Medical Documentation – Travel with Oxygen

Dear Dr. [Name],

I am planning to travel to [destination] from [start date] to [end date] and require medical oxygen during my trip. My insurance provider/airline has requested the following documentation:

- Confirmation of my COPD diagnosis.
- Details of my oxygen prescription (litres per minute, type, duration).
- Completion of attached forms (if applicable).

I would be very grateful if you could assist me with this so I can complete my travel arrangements.

Sincerely,

[Full Name]

[Date of Birth]

[Contact Details]