

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for Old Age Pension Benefits

I hope this letter finds you well. I am writing to formally apply for old age pension benefits as I have reached the eligible age of [Your Age] years on [Your Date of Birth].

I have attached all necessary documents, including my identification, proof of residency, and any required forms to support my application.

I kindly request you to process my application at your earliest convenience. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]