

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inquire about my eligibility for the old age pension program.

I am [your age] years old and believe that I may qualify for the benefits available to senior citizens. I would appreciate any information regarding the criteria needed to apply, the required documentation, and the overall application process.

For your reference, I have included copies of my identification and any other documents that may assist in assessing my eligibility.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]