

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

Dear [Recipient's Name],

I am writing to formally apply for the old age pension under [specific program name, if applicable]. I am [Your Age] years old and have reached the necessary age to qualify for this pension.

Please find enclosed the required documents, including my proof of age, identification, and any additional forms as specified in the application guidelines.

I would greatly appreciate your assistance in processing my application.

If there are any further steps I need to complete or additional information required, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]