

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Subject: Application for Old Age Pension Claim

Dear [Recipient's Name],

I am writing to formally submit my claim for the Old Age Pension as per the guidelines set forth by [Name of the governing body or program].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN or Identification Number]
- Address: [Your Current Address]

I have attached all the necessary documents required for processing my claim, including:

1. Proof of age (Birth certificate or ID)
2. Proof of residence
3. Financial statements (if required)
4. Any other relevant documents

I kindly request you to process my application at your earliest convenience and inform me of any further information or documentation needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Application Reference Number (if applicable)]