

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

Subject: Letter of Intent for Old Age Pension Application

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express my intent to apply for the Old Age Pension.

I meet the eligibility requirements and believe that this support will greatly assist me in my retirement. My date of birth is [Your Date of Birth], and I have been a resident of [Your Municipality/City] for [Number of Years].

Enclosed are the necessary documents to support my application, including proof of age and residency. I kindly request guidance on the next steps in the application process.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,
[Your Name]