

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

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

Dear [Recipient's Name],

Subject: Request for Old Age Pension

I hope this letter finds you well. I am writing to formally request my old age pension, as I have reached the eligible age and meet all necessary requirements.

[Include a brief personal introduction and background, such as your age, work history, and any relevant details regarding your pension eligibility.]

I have attached [mention any relevant documents, such as proof of age, employment records, etc.] to support my application.

I kindly ask for your assistance with this request and any guidance on the next steps in the process.

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]