

[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]

Subject: Old Age Pension Confirmation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm the status of my old age pension application.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Application Reference Number: [Your Application Number]

I kindly request confirmation of my pension eligibility, including any relevant details regarding the amount, payment schedule, and any documentation I may need to provide moving forward.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]