

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

[Recipient Name]  
[Recipient's Title]  
[Government Agency/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Old Age Pension Documentation Submission

Dear [Recipient Name],

I am writing to submit the necessary documentation required for the processing of my Old Age Pension application.

Please find enclosed the following documents:

1. [Document 1 - e.g., Proof of Age (Birth Certificate)]
2. [Document 2 - e.g., Proof of Residency]
3. [Document 3 - e.g., Income Statement]
4. [Document 4 - e.g., Identification (e.g., Passport/ID card)]

I kindly request that you confirm receipt of this documentation and inform me if any additional information is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]