

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

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

Subject: Notification of Old Age Pension Approval

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you that your application for the Old Age Pension has been reviewed and is hereby approved.

Details of your pension are as follows:

- **Pension Amount:** [Amount]
- **Effective Date:** [Start Date]
- **Payment Frequency:** [Monthly/Quarterly/Annually]
- **Payment Method:** [Bank Transfer/Cheque/etc.]

Please ensure that you provide any necessary documentation required for processing your payments. Should you have any questions about your pension or the details outlined above, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Organization/Agency Name]
[Signature]