

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Name of the Pension Office or Organization]
[Office Address]
[City, State, Zip Code]

Subject: Request for Old Age Pension

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the initiation of my old age pension benefits.

I have reached the qualifying age of [insert age] years, and I believe I am eligible for the pension as per the guidelines set by [name of pension program or agency].

Please find attached the necessary documents to support my application, including:

1. A copy of my identification proof
2. Proof of age (e.g., birth certificate)
3. Any other required documentation

I would appreciate your prompt attention to this matter, and I look forward to your response regarding the next steps.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]