

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Department]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding Old Age Pension Statement

I hope this letter finds you well. I am writing to inquire about my old age pension statement, as I have not received the most recent update. My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Pension Number: [Your Pension Number]

I would appreciate it if you could provide me with the latest statement or any information regarding my pension status. If additional information is needed, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

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