

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

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

Dear [Recipient's Name],

I am writing to request support for an old age pension for [Name of the Person Applying], who has reached the age of [Age] and is in need of financial assistance.

[Provide a brief description of the individual's situation, including their age, health conditions, and any other relevant factors influencing their need for support.]

Given their current circumstances, I believe that receiving an old age pension would greatly benefit [Name of the Person Applying] by providing them with essential financial resources to manage daily living expenses. I kindly request that you consider this application for pension support. Please let me know if you require any additional information or documentation to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]