

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department Name]
[Office/Organization Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Old Age Pension

I hope this letter finds you well. I am writing to formally apply for the Old Age Pension as I have reached the eligible age of [insert age] years. Please find enclosed the necessary documents, including:

1. A copy of my identification
2. Proof of residence
3. [Any other relevant documents]

I kindly request you to process my application at your earliest convenience. If additional information is required, please do not hesitate to contact me at the number or email listed above.

Thank you for your assistance.

Sincerely,

[Your Name]