

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the old age pension program and the eligibility criteria associated with it. I am particularly interested in understanding the application process, benefits available, and any necessary documentation required to apply. As I am approaching retirement age, I would appreciate any information you could provide regarding the timelines for application and payment, as well as any resources or contacts for further assistance.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]