

[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],

I am writing to inquire about the application process for Old Age Security (OAS) benefits. As I approach the eligible age for these benefits, I would like to ensure that I have all necessary information and documents prepared for a smooth application process.

Specifically, I would appreciate guidance on the following points:

1. ****Eligibility Requirements****: Could you please provide details regarding the eligibility criteria for the OAS benefits?
2. ****Application Submission****: What is the preferred method for submitting my application, and are there specific forms that I need to complete?

3. ****Required Documentation****: What documents or information will I need to include with my application?

4. ****Processing Time****: Once I submit my application, how long can I expect the processing to take before receiving a decision?

I would greatly appreciate any brochures, guidance documents, or links to resources that can assist me in understanding the application process fully. Ensuring that I comply with all necessary steps will be essential to me.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]