

[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],

Subject: Confirmation of Old Age Security Benefits

I am writing to confirm my eligibility and status regarding my Old Age Security (OAS) benefits. According to my records, I have met the necessary criteria for receiving OAS payments, and I would like to ensure that my information is current and accurate.

[Briefly explain your circumstances or any relevant details regarding your application, such as your age, residency status, or any previous correspondence.]

Please find attached any required documents that support my application and eligibility. I appreciate your assistance in processing my OAS confirmation.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]