

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]

[Date]
[Recipient Name]
[Organization Name]
[Organization Address]
[City, Province, Postal Code]

Dear [Recipient Name],

Subject: Request for Update on Old Age Security Benefits

I hope this letter finds you well. I am writing to request an update regarding my Old Age Security (OAS) benefits.

My details are as follows:

- Full Name: [Your Full Name]
- OAS Number: [Your OAS Number]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]

I would like to inquire about the status of my application/benefits, as well as any changes or updates that may have occurred. If additional information or documentation is required from my end, please let me know. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]