

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

[Recipient's Name]
[Recipient's Position]
[Organization Name]
[Organization Address]
[City, Province, Postal Code]

Dear [Recipient's Name],

Subject: Letter of Intent for Old Age Security Enrollment

I am writing to express my intent to enroll in the Old Age Security (OAS) program. As a [your age] year resident of [City/Province], I believe I meet the eligibility criteria and wish to commence the enrollment process.

I have attached the necessary documents required for my application, including [list any relevant documents, such as identification, proof of residence, etc.].

Please let me know if there are additional steps I need to follow or any further information required to expedite my enrollment.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]