

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

[Recipient's Name]
[Department Name]
[Government Agency/Office]
[Agency Address]
[City, Province, Postal Code]

Subject: Inquiry Regarding Eligibility for Old Age Security

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about my eligibility for the Old Age Security (OAS) program.

As I am approaching retirement age, I would like to ensure that I understand the criteria and guidelines applicable to my situation.

Specifically, I am seeking clarification on the following points:

1. ****Eligibility Criteria****: Could you please provide detailed information regarding the eligibility requirements for the OAS program?
2. ****Application Process****: What is the process for applying for OAS, and what documentation will I need to submit?
3. ****Benefit Amount****: Can you provide information on how the benefit amount is calculated and any factors that may affect my payment?

I appreciate your assistance in this matter and look forward to your prompt response. Please let me know if there are any forms or further information I need to provide to facilitate this inquiry.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]