

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization/Agency Name]  
[Organization/Agency Address]  
[City, Province, Postal Code]

Dear [Recipient Name],

Subject: Request for Old Age Security Benefits

I hope this letter finds you well. I am writing to formally request information regarding my eligibility for Old Age Security (OAS) benefits. As a resident of [City/Province], born on [Your Date of Birth], I believe I may be eligible for these benefits based on my age and residency in Canada. I would appreciate your assistance in understanding the application process and any documents I may need to provide.

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)]