

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

Dear [Recipient's Name],

Subject: Request for Old Age Security

I hope this letter finds you well. I am writing to formally request the initiation of my Old Age Security (OAS) benefits.

I have recently reached the eligible age for OAS and would like to ensure that my application is processed in a timely manner. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Insurance Number: [Your SIN]
- Address: [Your Current Address]

Attached to this letter are copies of the necessary documents to support my application, including [list any attached documents, e.g., identification proof, residency proof].

Please let me know if any further information is required to facilitate my request. I appreciate your assistance in this matter and look forward to receiving confirmation of my application.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]