

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Job Position]
[Office of Old Age Security]
[Address]
[City, Province, Postal Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about my eligibility and application status for Old Age Security benefits. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]

I would appreciate any guidance on the steps I need to take to ensure my application is processed appropriately. Also, if there are any additional documents or information required, please let me know.

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

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]