

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

Dear [Recipient Name],

Subject: Application for Old Age Security Benefit

I hope this letter finds you well. I am writing to formally apply for the Old Age Security (OAS) benefit, as I meet the eligibility criteria outlined by the program.

[Include a brief introduction about your eligibility, such as age, residency status, and any other relevant information.]

I have attached all necessary documentation, including proof of age, residence, and any other pertinent information required for processing my application.

I kindly request that you consider my application, and I look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]