

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

Dear [Recipient Name],

Subject: Request for Old Age Security Assistance

I hope this message finds you well. I am writing to formally request assistance regarding my Old Age Security (OAS) benefits.

[Briefly explain your situation, including any relevant details such as your age, income, and reason for needing assistance.]

I would appreciate any guidance or support you can provide in this matter. Please let me know if there are specific forms or documentation needed to facilitate my request.

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)]