

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

Old Age Security Program
Service Canada

[Address of the local Service Canada office]
[City, Province, Postal Code]

Subject: Old Age Security Documentation Submission

Dear Sir/Madam,

I am writing to submit the required documentation for my Old Age Security (OAS) application. Please find enclosed the following documents:

1. Proof of age (e.g., birth certificate or passport)
2. Proof of residency (e.g., utility bill or lease agreement)
3. Completed OAS application form
4. Additional supporting documents (if any)

I kindly request that you confirm receipt of these documents and inform me of any further information needed to process my application.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]