

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, Province, Postal Code]

Subject: Request for Old Age Security Benefits

Dear [Recipient's Name],

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

I have reached the age of eligibility and would like to provide you with the necessary information to process my application. My details are as follows:

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

I have attached copies of my identification documents and any required forms to assist in the processing of my request.

Please let me know if you require any further information or documentation. I look forward to your prompt attention to my request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]