

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

Old Age Security Program
Service Canada

[Office Address]
[City, Province, Postal Code]

Subject: Inquiry Regarding Old Age Security Benefits

Dear Sir/Madam,

I am writing to inquire about my Old Age Security (OAS) benefits. My name is [Your Full Name], and my Social Insurance Number is [Your SIN]. I have recently [describe the reason for your inquiry, e.g., "received a letter regarding my OAS application status" or "moved to a new address and need to update my information"].

[Provide any additional relevant details here, such as previous correspondence, specific questions, or concerns about your benefits.]

I would appreciate any information you could provide regarding my inquiry. If further documentation is needed, please let me know and I will be happy to provide it.

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

Sincerely,

[Your Name]