

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Reference for Old Age Security

I hope this letter finds you well. I am writing to request your assistance in providing a reference for my Old Age Security (OAS) application.

As you may know, I am in the process of applying for OAS benefits, and a reference from you would significantly support my application. Your understanding of my circumstances and your perspective on my eligibility would be invaluable.

If you agree, I would be happy to provide any additional information you may need to facilitate this process, including specific details or forms required by the OAS program.

Thank you for considering my request. I appreciate your support and look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]