

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a [specific report, data, or information] under the provisions of the Right to Information Act.

Details of my request are as follows:

- ****Request Type:**** [Type of report/information]
- ****Time Period:**** [Start date] to [End date]
- ****Specific Information Required:**** [Describe specific details needed]

I believe this information is crucial for [brief reason for the request].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]