

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

The Public Information Officer
[Department/Organization Name]
[Office Address]

[City, State, Zip Code]

Subject: Request for Information under the Right to Information Act,
[Year]

Dear Sir/Madam,

I, [Your Name], am writing to formally request information under the Right to Information Act, [Year]. I am a resident of [Your City/State] and I would like to obtain specific details regarding [subject of your request].

The information I am seeking is as follows:

1. [Specify the first information required]
2. [Specify the second information required]
3. [Any additional information required]

Please provide the requested information in the format that is most convenient for you. If specific records or documents are available, I would appreciate if copies could be sent to my address as mentioned above.

As per the guidelines of the RTI Act, I am enclosing a postal order of [amount] as the application fee. Additionally, please let me know if there are any further costs associated with processing this request. I would appreciate a response within the statutory time frame of [number of days] days as mandated by the RTI Act.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]