

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

To,

The Public Information Officer (PIO)

[Department Name]
[Office Address]
[City, State, ZIP Code]

Subject: Request for Information under the Right to Information Act, 2005

Dear Sir/Madam,

I am writing to request information under the Right to Information Act, 2005. I am a citizen of India and my details are as follows:

Name: [Your Full Name]

Address: [Your Complete Address]

Contact Number: [Your Phone Number]

Email ID: [Your Email Address]

The details of the information sought are as follows:

1. [Specify the information required in clear and precise terms]
2. [If applicable, mention specific dates, departments, or any other identifying information]
3. [Continue listing any further information required, if necessary]

As per the provisions of the RTI Act, I am willing to pay the requisite fee for obtaining information. Kindly let me know the applicable fee and the mode of payment.

I would appreciate a response within the stipulated time frame as per the RTI Act. If for any reason my request is denied, please provide reasons for the same.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]