

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

To,

The Public Information Officer,
[Department/Ministry Name]
[Department Address]
[City, State, Zip Code]

Subject: Application under the Right to Information Act, 2005

Respected Sir/Madam,

I, [Your Name], am a citizen of India. I hereby request information under the Right to Information Act, 2005 regarding [briefly state the specific information you are seeking].

Details of the information requested:

1. [Detail 1]
2. [Detail 2]
3. [Detail 3]

[Optional: You may also include reasons for your request, if necessary. If you're seeking specific documents or data, mention the time frame or period the request pertains to.]

I am enclosing a document fee of [amount] as per the provisions of the RTI Act. Kindly provide the information at your earliest convenience, as per the timelines stipulated in the Act.

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]