

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

To,

The Public Information Officer
[Department/Organization Name]
[Department Address]
[City, State, ZIP Code]

Subject: Application under Right to Information Act, 2005

Dear Sir/Madam,

I hereby request information under the Right to Information Act, 2005. My details are as follows:

1. ****Particulars of Information Sought:****

[Provide a detailed description of the information you seek, making sure to be as specific as possible.]

2. ****Purpose of Seeking Information:****

[Optional: Briefly state the reason for your request, if applicable.]

3. ****Mode of Information:****

[Specify how you would like to receive the information: via email, post, etc.]

I am enclosing a postal order/demand draft of [Amount] as the application fee.

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]