

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

To,

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

Subject: Application under the Right to Information Act, 2005

Dear Sir/Madam,

I am writing to request information under the Right to Information Act, 2005. I would like to obtain the following information:

1. [Specify the information you need]
2. [Provide additional details if required]

My details are as follows:

- Name: [Your Name]
- Address: [Your Address]
- Contact Number: [Your Phone Number]

I am enclosing a postal order/draft of [Amount] as application fee, as per the provisions of the RTI Act.

I would appreciate if you could provide the requested information at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]