

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

To,

The Public Information Officer,
[Department/Office Name]
[Department Address]
[City, State, Pincode]

Subject: Application under 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 seek the following information:

1. [Specify the information required]
2. [Specify the information required]
3. [Specify the information required]

Please find enclosed a copy of my identification proof and the RTI application fee of [amount] (if applicable).

I would appreciate your assistance in providing the requested information.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]