

[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 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.

Details of Information Requested:

1. [Specify the information needed]
2. [Include any relevant dates, references, or details]

In accordance with the provisions of the RTI Act, I am enclosing a postal  
order/demand draft of Rs. [amount] as the application fee.

I would appreciate a response within the stipulated time frame as per the  
Act.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]