

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

The Public Information Officer

[Department Name]
[Office Address]
[City, State, Zip Code]

Subject: RTI Application under the Right to Information Act, 2005

Dear Sir/Madam,

I, [Your Name], hereby request information under the Right to Information Act, 2005. I am a resident of [Your City/State] and my details are as follows:

1. **Name:** [Your Name]
2. **Address:** [Your Address]
3. **Phone Number:** [Your Phone Number]
4. **Email:** [Your Email Address]

I seek the following information:

[Clearly describe the information you are seeking, including relevant details or timeframes to assist in locating the information.]

I request this information to be provided to me in [specific format, e.g., hard copy, email, etc.]. I hereby enclose the application fee of [Amount] in the form of [Fee Payment Method, e.g., demand draft, postal order, etc.].

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

Sincerely,

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