

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

Public Information Officer  
[Name of the Public Authority]  
[Address of the Public Authority]  
[City, State, Zip Code]

Subject: Request 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. I would like to seek the following information:

1. [Specify the information you need, including relevant details such as dates, processes, etc.]
2. [Add any additional points if necessary.]

I am a citizen of India and have enclosed a copy of my identification proof for your reference. I am willing to pay any application fee required to process this request.

I request that the information be provided to me in [desired format, e.g., physical copy, electronic format, 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]