

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

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

Subject: Application under the Right to Information Act, 2005

Dear Sir/Madam,

I am writing to formally request information under the Right to Information Act, 2005.

1. ****Particulars of Information Required:****

[Clearly specify the information you are seeking, including any relevant details to help identify the requested documents]

2. ****Details of Applicant:****

Name: [Your Name]

Address: [Your Address]

Contact Number: [Your Phone Number]

I am enclosing a [mention any applicable fees, if required], and I request that you provide the information at your earliest convenience. 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]