

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

To,

The Public Information Officer,  
[Department/Organization Name]  
[Address]

[City, State, ZIP Code]

Subject: Request for Information under the Right to Information Act, 2005  
Respected Sir/Madam,

I am [Your Name], a citizen of India, residing at [Your Address]. I hereby request information under the Right to Information Act, 2005. Details of the information sought:

1. [Specify the information you require. Be clear and concise.]
2. [If applicable, add any additional points.]

The details of the information are required for [mention purpose, if necessary].

Please find enclosed the postal order/demand draft of Rs. [Amount] as the application fee for obtaining the information.

I request you to provide the information within the stipulated time as mentioned under the Act.

Thank you for your attention to this matter.

Yours faithfully,

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