

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

The Public Information Officer

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

Subject: Application under the Right to Information Act, 2005

Dear Sir/Madam,

I am writing to request information under the Right to Information Act, 2005. Please provide me with the following details:

1. [Specify the information you need]
2. [Specify any additional information]

I am a [mention your status - citizen, resident etc.], and I would like to receive the information in [mention your preferred mode - postal/email]. Please let me know if there are any fees associated with this request.

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

Sincerely,

[Your Name]