

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

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

Subject: Application under the Right to Information Act

Dear Sir/Madam,

I am writing this application under the Right to Information Act, [Year of the Act] to request the following information:

1. [Specify the information you are requesting, clearly and concisely]
2. [If applicable, list any additional requests for information]

I am a resident of [Your City/State] and would appreciate your assistance in providing this information. I understand that the information requested is available under the RTI Act, and I would like to receive it in [preferred format, e.g., electronic or hard copy].

Please find enclosed a [mention any applicable fees or documents, if required].

I look forward to your timely response.

Thank you.

Sincerely,

[Your Name]