

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

To,

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

Subject: Request for Information Under the Right to Information Act,
[Year]

Dear Sir/Madam,

I am writing to request information under the Right to Information Act,
[Year].

Details of the information required:

1. [Specify the information you seek, providing as much detail as possible]

2. [Include any relevant dates, names, or reference numbers]

I am a citizen of India and my contact details are mentioned above. I request the information to be provided in [prefer preferred mode: electronic format/hard copy, etc.].

Please find attached the required payment (if applicable) for the information request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]