

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

To,

The Public Information Officer (PIO)

[Department/Organization Name]

[Office Address]

[City, State, Zip Code]

Subject: Application under Right to Information Act, 2005

Dear Sir/Madam,

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

1. ****Details of Information Required:****

- [Specify the information you seek, clearly and concisely. Include relevant details such as time period, specific documents, etc.]

2. ****Particulars of the Applicant:****

- Name: [Your Name]

- Address: [Your Address]

- Contact Number: [Your Phone Number]

- Email ID: [Your Email Address]

3. ****Payment of Fees:****

- I am attaching [Postal Order/Cheque/Bank Draft] for the prescribed application fee of [Amount] with this application.

- [If applicable, mention the mode of payment used.]

I request you to provide the information requested within the stipulated time frame as mentioned in the RTI Act.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]