

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
To
The Public Information Officer
[Name of the Department/Organization]
[Address of the Department/Organization]
[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 find the details of my request below:
1. **Information Required**: [Clearly specify the information you are seeking]
2. **Particulars of the Information**: [Provide any details or context that may help in fetching the desired information]
I am a resident of [Your Location] and my [add any identification number if required, e.g., Aadhar Number, etc.].
Please let me know if there are any fees associated with processing my request. I can be contacted at [Your Phone Number] or [Your Email Address] for any clarifications.
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]