

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

Public Information Officer
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: RTI Request under the Right to Information Act

Dear Sir/Madam,

I am writing to request information under the Right to Information Act, [Year]. The details of the information I am seeking are as follows:

1. [Specify the information required]
2. [Specify the information required]
3. [Specify the information required]

Please provide the information in the form of [preferred format, e.g., hard copy, electronic format]. I am willing to pay the requisite fee for processing this request.

Kindly acknowledge the receipt of this request and provide the requested information within the stipulated time frame as per the RTI Act.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Name]