

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

To,

The Public Information Officer (PIO)

[Department/Organization Name]

[Department Address]

[City, State, Zip Code]

Subject: Request for Information under the Right to Information Act, 2005

Dear Sir/Madam,

I am writing to request information under the Right to Information Act, 2005. I would like to seek the following information:

1. [Specify the information you are seeking]
2. [Additional details or specific questions, if any]
3. [Any other relevant information]

Please provide the requested information within the stipulated time frame as prescribed under the RTI Act. If any fees are applicable for the processing of this request, please inform me beforehand.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]