

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

The Public Information Officer

[Department/Ministry Name]
[Address]
[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. I would like to obtain the following details:

1. [Specify the information you seek]
2. [Specify any additional information, if required]
3. [Include any relevant dates or time frames for the information]

Please find enclosed the application fee of [amount] through [mode of payment] as required.

I request that you provide the information in [format preferred, e.g., hard copy, email]. Please confirm the receipt of this application.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]