

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally submit my application for a Right to Access (RTA) regarding [specific information or records you are requesting].

As per [reference any applicable laws or regulations], I understand that I am entitled to request access to this information as it pertains to [brief explanation of your interest in the information].

I would appreciate your assistance in processing this application at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]