

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

To,

The Public Information Officer,  
[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.

1. **\*\*Details of Information Requested:\*\***

- [Specify the information you require, be as detailed as possible]

2. **\*\*Additional Information:\*\***

- [Provide any additional context or details if necessary]

I request you to provide the information within the stipulated time frame as per the provisions of the RTI Act. I am willing to pay any applicable fees for processing this request.

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

Sincerely,

[Your Name]

[Signature, if sending a hard copy]