

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Public Authority's Name]
[Address of Public Authority]
[City, State, Zip Code]

Subject: Request for Information under the Right to Information Act

Dear [Public Information Officer's Name or "To Whom It May Concern"],
I am writing to request information under the Right to Information Act,
[Year of the RTI Act]. I am a citizen of India and seek access to the
following information:

1. [Specify the first piece of information you require, providing as much detail as possible]
2. [Specify the second piece of information you require, providing details]
3. [Continue listing additional items if necessary]

Please provide the information in [format preferred, e.g., hard copy, electronic format]. In case the information requested is not available, I kindly ask you to inform me of this.

As per the provisions of the RTI Act, I am enclosing [mention any relevant documents, if applicable] and I am ready to pay the requisite application fee of [amount]. Please let me know if additional fees are required for providing the information.

I look forward to your prompt response within the stipulated time frame.
Thank you for your attention to this matter.

Sincerely,
[Your Name]