

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Public Information Officer

[Department/Organization Name]

[Department Address]

[City, State, ZIP Code]

Subject: RTI Application

Dear Sir/Madam,

I am writing to request information under the Right to Information Act, [Year]. Please provide the following details:

1. [Specify the information you seek]
2. [Specify any additional information, if needed]

I am willing to pay the required fee for this request. Please let me know if there are any additional formalities to complete.

Thank you for your assistance.

Sincerely,

[Your Name]