

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

To,

The Public Information Officer,
[Department/Organization Name]
[Address]

[City, State, Zip Code]

Subject: Request for Information under the Right to Information Act, 2005

Dear Sir/Madam,

I, [Your Name], son/daughter of [Father's Name], residing at [Your Address], hereby request the following information under the Right to Information Act, 2005.

1. ****Information Requested****: Please provide the details regarding [specific information you seek, e.g., "the total number of applications submitted for [specific program] between [start date] and [end date]"].
2. ****Particulars of Information****:
 - a. [Mention any specific document, report, or data]
 - b. [If applicable, mention any reference numbers or related details]
3. ****Purpose of Request****: This request is made in the interest of [state the purpose, e.g., "understanding government transparency" or "conducting research on public services"].
4. ****Application Fee****: I have enclosed a payment of Rs. [amount], paid via [mode of payment, e.g., demand draft, postal order], [DD/PO number] dated [date].
5. ****Preferred Method of Receiving Information****: Please provide the information in [preferred format, e.g., "print" or "email"].

I would appreciate your prompt response to this request as mandated by the RTI Act.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]