

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

To,

The Public Information Officer,

[Department Name]

[Office Address]

[City, State, Zip Code]

Subject: Application under 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 Required:\*\***

[Clearly specify the information you are seeking. Include dates, specific details, or references if applicable.]

2. **\*\*Applicant Details:\*\***

Name: [Your Name]

Address: [Your Address]

Contact Number: [Your Phone Number]

Email: [Your Email Address]

I am enclosing a [Rs. 10/- fee postal order/cash/cheque] for the processing of this application.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]