

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

To,

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

[City, State, Zip Code]

Subject: Request for Information Under the Right to Information Act

Dear Sir/Madam,

I am writing to request information under the Right to Information Act, 2005.

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

[Clearly specify the information you seek, including any relevant details such as dates, subjects, or reference numbers.]

2. ****Period of Information:****

[State the time period for the information requested, if applicable.]

3. ****Preferred Mode of Receiving Information:****

[Specify if you prefer to receive the information by mail or in person.]

I am enclosing a postal order of [amount] as the application fee.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]