

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

To,

The Public Information Officer

[Department/Office 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. I would like to obtain the following information:

[Clearly state the information you seek, in numbered or bullet points for clarity.]

1. [Information request 1]

2. [Information request 2]

3. [Information request 3]

Please provide the information in the manner prescribed by the RTI Act. I have enclosed a postal order of [amount] towards the application fee. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]