

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

The Public Information Officer

[Department Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Information under the 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 seek information regarding [specific information requested], which pertains to [briefly explain context of your request]. Please provide the following details:

1. [Clearly state the first piece of information you are requesting]
2. [Clearly state the second piece of information you are requesting]
3. [Continue to list any additional information as necessary]

I request this information in the format of [desired format: hard copy/electronic copy] and am willing to pay any applicable fees as required under the RTI Act.

Please acknowledge receipt of this request and provide the information within the stipulated time frame.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]