

[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: 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. The details of my request are as follows:

1. ****Information Required:**** [Specify the information you are seeking]

2. ****Related Details:**** [Provide any relevant details such as dates, references, or documents that may assist in providing the information]

Please provide the requested information in the form of [specify preferred format if required, e.g., hard copy, digital format, etc.]. I am willing to pay any applicable fees as per the provisions of the RTI Act.

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]