

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

The Public Information Officer
[Name of the Department/Office]
[Address of the Department/Office]
[City, State, ZIP Code]

Subject: Application under the Right to Information Act, [Year]

Dear Sir/Madam,

I am writing to request information under the Right to Information Act, [Year]. I would like to request the following information:

1. [Specify the first piece of information you are requesting]
2. [Specify the second piece of information you are requesting]
3. [Continue listing information as necessary]

Please provide the information in [desired format, e.g., hard copy, electronic format]. I am enclosing the relevant application fee of [amount] in the form of [payment method].

I request you to provide the information within the stipulated time frame as per the RTI Act.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]