

[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: 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 wish to seek the following information:

1. [Specify the information you are requesting clearly and concisely.]
2. [Add any additional points if necessary.]

Please let me know if there are any fees associated with this request. I am willing to pay the necessary charges for the information you provide. I look forward to your prompt response as per the provisions of the RTI Act.

Thank you.

Sincerely,

[Your Name]