

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

To,

The Public Information Officer
[Department/Organization Name]
[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 the information sought are as follows:

1. [Specify the information you are seeking]
2. [Provide any necessary details or context to help locate the information]
3. [Add more points if needed]

I am a citizen of India, and I am making this request in accordance with the provisions of the RTI Act. Please let me know if there are any fees associated with this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]