

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

[Recipient's Name]
[Designation]
[Department/Organization Name]
[Department/Organization Address]
[City, State, Zip Code]

Subject: Request for Information Under the Right to Information Act

Dear [Recipient's Name],

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

1. [Specify the first piece of information you require]
2. [Specify the second piece of information, if applicable]
3. [Continue the list as needed]

Please provide the information in [preferred format, e.g., hard copy or electronic format]. I am willing to pay any required fees as per the guidelines of your department.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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