

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

To,

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

Subject: Application under the Right to Information Act, 2005

Dear Sir/Madam,

I am writing to request information under the Right to Information Act, 2005. I seek the following information:

1. [Specify the information you require in detail.]
2. [Add any additional points if necessary.]

Please provide the information in [preferred format, e.g., hard copy/electronic format]. I am willing to pay any fees required for processing this request.

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]