

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Public Information Officer's Name]
[Department/Agency Name]
[Department Address]
[City, State, Zip Code]

Subject: Request for Information under the Right to Information Act

Dear [Public Information Officer's Name],

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

1. [Specify the information you require]
2. [Specify any relevant details, dates, or context]
3. [Add additional items if needed]

I am a citizen of [Your Country] and I request this information for
[state your purpose or interest in the information, if applicable].

Please provide the information in [format preferred: hard copy,
electronic copy, etc.]. I am willing to pay any reasonable fees
associated with this request, and I would appreciate if you could inform
me about the costs in advance.

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)]