

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

Public Information Officer

[Name of the Department/Organization]
[Address of the Department/Organization]
[City, State, ZIP Code]

Subject: Request for Information under the Right to Information Act,
[Year]

Dear Sir/Madam,

I am writing to formally request access to information under the Right to Information Act, [Year]. The details of my request are as follows:

1. ****Information Requested:****

[Clearly specify the information you are seeking. Be as detailed as possible.]

2. ****Purpose of Request:****

[Optional: State the purpose of your request, if necessary.]

3. ****Additional Information:****

[Include any additional details that may help in processing your request.]

I understand that you are required to respond within [specify timeframe, e.g., 30 days] from the date of receipt of this letter. Please let me know if you require any further information to assist in processing my request.

I am willing to pay any requisite fees as per the RTI Act. Please inform me of the amount if applicable.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]