

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

The Public Information Officer

[Department Name]
[Department Address]
[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 am a citizen of India and wish to obtain the following information:

1. [Specify the information you are seeking clearly and concisely]
2. [Add any additional points as required]

Please provide the information in English. I am attaching a payment of [mention amount] as the application fee, as per the RTI rules.

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)]