

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

The Public Information Officer  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for Information 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 seeking the following information:

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

I am a [mention your designation, if applicable, e.g., citizen, student, etc.], and I am willing to pay any applicable fees for processing my request.

Please provide the requested information within the stipulated time frame as per the Act.

Thank you for your attention to this matter.

Sincerely,

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