

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

Public Information Officer  
[Name of the Public Authority]  
[Address of the Public Authority]  
[City, State, Zip Code]

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

Dear [Public Information Officer's Name],  
I am writing to request information under the Right to Information Act,  
[Year].

1. **\*\*Description of Information Requested\*\*:**

Please provide the following information:

[Clearly describe the information you are seeking. Be specific and concise.]

2. **\*\*Additional Details\*\*:**

[Include any details that may help in locating the requested information, such as dates, names, or reference numbers.]

3. **\*\*Preferred Mode of Communication\*\*:**

I would prefer to receive the information via:

[Specify your preferred mode of receiving information, e.g., email, postal mail, or in-person.]

4. **\*\*Payment of Fees\*\*:**

I understand there may be a fee associated with this request. Please inform me of any required fees so that I can remit payment promptly. 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]