

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

The 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, 2005

Dear Sir/Madam,

I am writing to request information under the Right to Information Act, 2005. Please provide the following details:

1. [Specific information or documents you are requesting]
2. [Any additional information or clarification required]

Please include any related documents or correspondence if applicable. I would appreciate a timely response to this request, ideally within 30 days as stipulated by the Act.

I am willing to pay any applicable fees for this request. Kindly inform me of the fees and payment methods.

Thank you for your assistance.

Sincerely,

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