To

Public Information Officer

**[Address of Public Authority]**

**[Date]**

Sub: Request for information under Section-6(1) of RTI Act 2005

Dear PIO,

I **[Your Name]**, a citizen of India, requests you to furnish me with certain information under Section 6(1) of the Right to Information Act 2005.

**Details of Applicant**

Name :

Email :

Tel No :

Address :

**Particulars of information required**

[1]

[2]

[3]

[4]

[5]

[6]

Application Fee of Rs.10 is remitted as **[IPO/DD/Banker’s Cheque]** numbered **[IPO/DD/Banker’s Cheque Number]** for Rs.10/- payable to the Accounts Officer, **[Name of Public Authority]**. Please send the information to my address mentioned above by Registered post.

Yours faithfully,

**[Signature]**

**[Your Name]**

**[Date]**