

# **The Right to Information Act, 2005**

## **Application for Obtaining Information**

From

ZXC ZXC

ZXC

ZXC ZXC 123456

ZXC@gmail.com

9876543210

To

The Public Information Officer

delhi123

Subject: Request for Information Under the RTI Act, 2005

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information on the following matter. The details of my request are as follows:

Details of the Applicant:

- Name: ZXC ZXC
- Address: ZXC
- Email: ZXC@gmail.com
- Phone Number: 9876543210

Details of Information Required:

- RTI Query: sdfsd

Requested Information:

1. [Insert your custom query, such as details of a specific application, status of a request, or records related to a particular matter.]
2. Copies of records, memos, or file notes related to the subject of the query.
3. Names and designations of officers or departments handling the query, along with any timelines specified for resolving such matters.

4. As per your citizen charter, the stipulated meframe for addressing this matter. Please provide a copy of your offices citizen charter.

Application Fee Details:

Application fee of ₹10/- paid by [court\_fee\_payment\_method].

Below Items for Your Kind Consideration:

1. As per Section 6(3) of the RTI Act, if the requested information pertains to another public authority, kindly transfer the application or part of it within five days and inform me accordingly.
2. As per Section 7(3) of the RTI Act, in case additional fees are required to provide the requested information, kindly inform me of the additional amount along with a detailed calculation.
3. In the interest of expediency, and to minimize the research and/or duplication burden on your staff, please send the records electronically to the provided email address. If electronic records are unavailable, kindly send clear photocopies to the postal address mentioned above.
4. As per Sections 7(8)(iii) and 7(3)(ii) of the RTI Act, kindly provide the particulars of the First Appellate Authority.

Declaration

I declare that I am a citizen of India and am entitled to seek information under the RTI Act, 2005.



Yours faithfully,

ZXC ZXC

Date: 06/05/2025