The Right to Information Act 2005

Application for obtaining information

From

{{Name}}

{{Address}}

To

The Public Information Officer

{{OfficeAddress}}

**SUB :** {{Subject}}

Dear Public Information Officer:

Under the Right to Information Act 2005,Section 6, I need some information. The

details of the information are as follows

1. **Details of the applicant**

Name: {{Name}}

Email: {{EmailAddress}}

Address: {{Address}}

Phone: {{PhoneNumber}}

**2. Period to which the information relates:** {{Period}}

**3. Details of Information**

Please provide the following information under section 2(f) and 2(j) of the RTI act:

{{RTIContent}}

**4. Application fee details**

Encl. Application Fee of Rs 10/- By Court Fee Stamp

**5. Below Items are for your kind information and consideration**

a. As per section 6(3) of the RTI Act 2005, In case, the requested information is

held by another public authority,I request the PIO to transfer the application

or part of it within FIVE days and immediately inform me about such transfer.

b. As per section 7(3) of the RTI Act 2005, In case, there are further fee required

to provide the requested information, I request the PIO to inform me of the

additional fee amount along with the calculations made to arrive at the

amount.

c. As per section 7(8)(iii) and 7(3)(ii) of the RTI Act 2005, I request the PIO to

inform me of the particulars of First Appellate Authority.

**6. Declaration**

I declare that I am a citizen of India.

Yours faithfully,

{{Name}}

{{Date}}