Date :

To  
Public Information Officer  
**[Address of Public Authority]**

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

Dear PIO,

I **[Your Name]**, a citizen of India request 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]**