RTI Application Letter for Government Records

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

[Public Information Officer's Name]
[Department/Organization Name]
[Address of the Public Authority]
[City, State, PIN Code]

Subject: Application under the Right to Information Act, 2005

Dear [Public Information Officer's Name],

I am writing to request information under the provisions of the Right to Information Act, 2005. I am seeking access to the following government records:

[Specify the government records or information you are requesting, providing as much detail as possible]

I am making this request based on my right to access information under the RTI Act. I am willing to pay any applicable fees for the processing of this request, and I request that the information be provided in a timely manner.

If my request is too broad or unclear, I am open to discussing and refining it to ensure a more focused and manageable inquiry. I am also willing to receive the information in electronic format, if available.

I believe the requested records are of public interest and will contribute to transparency and accountability.

Please acknowledge the receipt of this application, and I kindly request that the information be provided within the stipulated timeframe as per the RTI Act.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]
[Your Signature - if sending a hard copy]