

SAMPLE TEMPLATE — STATE VARIATION MAY APPLY

Application under the Right to Information Act, 2005

Date: [DD MONTH YYYY]

To,
The Public Information Officer
[NAME OF DEPARTMENT / OFFICE / PUBLIC AUTHORITY]
[FULL ADDRESS]

Subject: Application under Section 6(1) of the Right to Information Act, 2005

Sir / Madam,

1. I, [APPLICANT NAME], a citizen of India, hereby request the following information under Section 6(1) of the Right to Information Act, 2005:

(i) [QUESTION 1 — Frame as a clear, specific question. e.g. “Please provide a copy of the inspection report relating to the property at [ADDRESS] dated [DATE].”]

(ii) [QUESTION 2 — keep questions specific, factual, and time-bounded.]

(iii) [QUESTION 3 — request specific records or documents, not opinions or hypothetical answers.]

2. The period for which the information is sought is from [START DATE] to [END DATE].

3. The required application fee of Rs. 10/- is enclosed by way of [Indian Postal Order No. ____ / Demand Draft / Cash receipt / Bank receipt] dated [DATE].

4. If the information requested is held by another public authority or relates more closely to the work of another, kindly transfer this application under Section 6(3) of the Act and inform me of the transfer.

5. Kindly send the response by [post / e-mail] to the address below, within the 30-day time limit prescribed under Section 7(1) of the Act.

Declaration

I declare that I am a citizen of India. I am not seeking information that is exempt under Section 8 of the Act. I have paid the prescribed fee.

Yours faithfully,

[APPLICANT SIGNATURE]

[APPLICANT NAME]

[POSTAL ADDRESS, PIN]

Mobile: [PHONE]

E-mail: [EMAIL]

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