

RTI Application ??? Right to Information Act, 2005

Drafting aid only ??? not legal advice. Have this reviewed and adapted by a qualified advocate before filing. Court-specific formatting rules may vary.

To,
The Public Information Officer (PIO),
[NAME OF PUBLIC AUTHORITY/DEPARTMENT],
[ADDRESS OF DEPARTMENT]

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

Sir/Madam,

I, [NAME OF APPLICANT], R/o [ADDRESS], wish to seek the following information under the Right to Information Act, 2005:

1. [SPECIFIC QUESTION/INFORMATION SOUGHT ??? e.g., "Please provide a certified copy of...", "Please provide details of action taken on complaint dated..."]
2. [ADDITIONAL QUESTION, IF ANY]
3. [ADDITIONAL QUESTION, IF ANY]

I am enclosing herewith a fee of Rs. 10/- (Rupees Ten only) by [MODE OF PAYMENT ??? e.g., Indian Postal Order/Demand Draft/Court Fee Stamp] as required under the RTI Fee Rules.
[Note: applicants who are Below Poverty Line may be exempted from fee on furnishing proof.]

I request that the information be furnished to me within thirty (30) days as mandated under Section 7(1) of the Act, failing which I reserve the right to file a First Appeal under Section 19(1) of the Act.

Kindly send the information to the address mentioned below.

Thanking you,

Yours faithfully,

[SIGNATURE]
[NAME OF APPLICANT]
[ADDRESS]
[PHONE/EMAIL]
Date: 10-10-2026