

RTI Application Template

READY-TO-USE CIVIC TEMPLATE

A general template for requesting records under the Right to Information Act, 2005. Use the prescribed process and fee rules applicable to the relevant public authority and jurisdiction.

Instructions: Replace all text in square brackets with your details. Remove any instructions or sections that do not apply. Keep the letter factual and attach only relevant supporting documents.

[Applicant's Full Name]

[Postal Address]

[Phone Number / Email Address, optional]

[Date]

To,

The State Public Information Officer / Central Public Information Officer

[Name of Public Authority / Department]

[Office Address]

Subject: Application under the Right to Information Act, 2005

Respected Sir/Madam,

Under the Right to Information Act, 2005, I request access to the following information/records held by your public authority:

1. [Describe the specific record or information sought, with dates/period where possible]
2. [Describe the next record or information sought]
3. [Add further numbered points as required]

Relevant office/project/location and period, if applicable: [details]. Please provide copies in [preferred available format, if applicable]. If any part of this application is handled by another public authority, kindly deal with it in accordance with the applicable provisions of the Act.

I have enclosed the applicable application fee / payment details, as required by the relevant rules. [If claiming a fee exemption, state the basis and attach supporting proof where required.]

Applicant details:

Name: [Full Name]

Address for correspondence: [Full Postal Address]

Contact details: [Optional]

Yours faithfully,

[Signature]

[Applicant's Full Name]

[Date]

Before submitting: Check the public authority's current RTI submission method, prescribed fee and payment options, language requirements, and any applicable exemption rules. This general template does not replace the prescribed form where one is required.