

Date:.....

The Appellate Officer  
(Name of the Public Authority)  
(Address of the Public Authority)

An appeal under Section 19(1) of the Right to Information Act, 2005  
Ref: [PIO/Appellate Officers' Decision Reference No. & Date, received  
on..... (Date) /Date of Deemed Refusal]

Dear Sir / Madam:

[Please Describe the details about Appeal and Grounds why Appeal is preferred:

Date & Description of the Application:

Name and Address of the PIO:

Details of Decision of the PIO:

Grounds of Appeal:

Relief sought :

For hearing, I wish to be present in person / opt not be present / I will send my  
duly authorised representative.

Sincerely,

(Appellant's signature)

Appellant's Name:

Appellant's Address:

Appellant's Phone Number / e-Mail Address (optional):

Place:

Encl: self-attested copies of orders or documents against which the appeal is  
preferred.

**Note:** This is a suggested format, and need not be necessarily adhered to. The  
RTI Act, 2005 does not specify any 'Model Letter of Appeal' for preferring appeal.  
If there is any delay in filing the appeal, reasons for delay may be given.