

Sample Letter of Request for Information

Your address

[Insert date]

The Central / State Public Information Officer
Name of the relevant public authority
Address

(You can submit this request to the Manager(Customer care centre) of a designated post-office-in respect of Central Government departments having no offices in your place of stay.)*

Request under the Right to Information Act

Dear Public Information Officer :

Under the Right to Information Act 2005,Section 6, please provide me the following information (***here, clearly describe the information you require and the period to which it relates.***).

I prefer to receive the information in the form:(Xerox copy / printout / diskette / floppy / tape / video cassette / certified copies of documents or records/certified samples of material/ I would like to take notes or extracts) by post/ email/in person.

OR

I would like to inspect the following works/documents/records.(***clearly describe what you want to inspect***) . Please inform me a suitable date and time for my visit.

Initial request fee under s6(1): Rs._____paid in cash/cheque/banker's draft/Indian Postal Order/treasury challan (***give details***).

OR

I am a person below poverty line. (attach a photocopy of the proof).I need not pay fees.

(***optional***) I am sensorily disabled. Kindly provide me appropriate assistance to enable access to the information (reading aloud/in Braille)

Thank you.
Yours faithfully,

[Your name]

The Act has not prescribed any application form. You can apply on a plain paper.This is a sample request letter for your guidance. ***You need not use this form.*** Under s.6 you can make a request in writing or by electronic means in English/Hindi/official language of your area.

*see office memo dt.06.10.2005 by Jt.Secretary to the Govt.of India:

(Since a number of public authorities do not have offices located at each sub-divisional level or sub-district level, the matter was taken up with the Department of Posts to provide the services of their Central Assistant Public Information Officers (CAPIOs) to function in that capacity for all public authorities under the Central Government.)