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This letter can be used to seek information from the Central Government to Local Governments and any such public offices. This includes: 1. Disclosure on their organization, functions and structures; 2. Powers and duties of its officers and employees; 3. Financial information. The right to information is regulated under the Right to Information Act, 2005 (RTI Act). The Public Authority includes bodies of self-government established under the constitution or under any law or government notification. It also includes any entities (for instance Non-Government Organization) owned, controlled or substantially financed by the government. Under the RTI Act, Public Authorities (government officials) are required to disclose various aspects of their structure and functions. The Right to Information under the RTI Act includes the right to: Inspect works, documents, records; Take notes, extracts or certified copies of documents or records; Take certified samples of material; Obtain information in the form of printouts, tapes, video, or any other media; Receive information in accessible form; Receive scientific or economic interests of the state, relation with foreign countries or trade; Receive information in accessible form; Receive scientific or economic interests of the state, relation with foreign countries or trade. The information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court (disobedience to the court). The information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of the third party, unless the competent authority satisfied that larger public interest warrants the disclosure of such information. The information which would impede or affect the process of investigation, apprehension or prosecution of offenders. The personal information, which has no relationship to any public activity or interest or which would cause unwarranted invasion of the privacy of the individual. An Indian citizen can only use this Application Letter to request any information from the public offices and departments in India. Any citizen of India has the right to get the Information sought within 30 days from the date of application, but the period can be extended in exceptional situations. If the information sought is voluminous or the inspection is required, then the Applicant through this letter can apply for allowing a time slot for inspection of the public documents. The information sought by the Applicant should be clear and specific to avoid any delay or confusion. After filling this letter, the Applicant shall sign the document and attach the fee of Rs. 10/- (Ten only) towards application fee. If the information sought is voluminous or the inspection is required, then the Applicant through this letter can apply for allowing a time slot for inspection of the public documents. The Application can be submitted to the concerned department either through an online or an offline method. The name and address of the concerned Authority can be found at their respective websites. RTI Application fee may be in the range of Rs 10/- to Rs 100/- (subject to states and UT's). A copy of the Application can be kept by the Applicant for any future reference. If the RTI Application is submitted directly at the office, it is better to take acknowledgement from the concerned office. Applicable Law For more information, the Right to Information Act, 2005 can be referred to. How to modify the template? You fill out a form. The document is created before your eyes as you respond to the questions. At the end, you receive it in Word and PDF formats. You can modify it and reuse it. RTI Application Form dated: 12/05/2014. I hereby declare that I am a Citizen of India and information sought in this application will be used in the best of the Public Interest. The public information/Documents asked for is given below:- S/2/ have deposited the required RTI Fee amount of Rs. 10/- (Rupee Ten only) towards application fee. If information sought is voluminous or the inspection is required, then the Applicant through this letter can apply for allowing a time slot for inspection of the public documents. A. Kindly provide the information as soon as possible and within time frame as stipulated under RTI Act, 2005. Place: Name and signature of the applicant/Date: Address: