

SAMPLE REQUEST LETTER

To: Name of Competent Authority
Competent Authority
Name of Department
Address

From: Applicant's Name
Address

Dear Sir/Madam

Re: Application for information under the Right to Information Act 2005

I request that you provide me with information in accordance with the Right to Information Act. Particulars of Information required :

1. **Description of the Information required:**
All contracts, inspection books and other procurement, implementation and monitoring records relating to the road repair work undertaken on Sri Aurobindo Marg between Press Enclave Rd and IIT Flyover.
2. **The period to which information relates:**
1 January 2000 – 1 December 2004
3. **Whether information is needed urgently, and if so, why:** *No.*
4. **Form of access [eg. certified copy, inspection, sample]:** *Inspection.*
5. **Whether information is required by post or in person:** *By Post.*

Please note that within the sections of the Right to Information Acts every citizen has the right to access information within 30 days, after making an application under the Acts. Also disciplinary action may be commenced for providing false information and a fine of up to Rs 250 per day can be imposed for delay in providing information.

Place :
Date :

Signature of applicant