

**Model Format for furnishing information to the Applicant**

To,

Name of the Applicant  
Address of the Applicant

Ref. : Your application dated..... under the Right to Information Act,  
2005 Submission of information thereof.

Sir/Madam,

I am to send herewith the required information in ..... sheets in photocopy form.

In case you are not satisfied with the information, you may prefer an appeal before the First Appellate Authority whose name and address is given below under Section 19 of the Act within 30 days.

Yours faithfully

(Head of Office/Department)  
Address

Name of the First Appellate Authority

Address

Telephone No.