

# Form of supply of information to the applicant

[From] Office of \_\_\_\_\_  
[Address] \_\_\_\_\_

No.....

Date: .....

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir / Madam,

Please refer to your application, ID No. \_\_\_\_\_ dated \_\_\_\_\_  
addressed to the undersigned regarding supply of information on  
\_\_\_\_\_

2. The information asked for is as under:

Or

The information sought is partly given below:

(i) .....

(ii) .....

The remaining information about the other aspects cannot be supplied due to the following reasons: -

(i) .....

(ii) .....

3. As per Section 19 of the Right to Information Act, 2005 you may file an appeal to the First Appellate Authority within 30 days of the issue of this order, whose particulars are given below: -

Name and address of the  
First Appellate Authority

Yours faithfully,

Name & Designation of the PIO  
Telephone No.: