SAMPLE – FICTIONAL DETAILS · NOT A REAL PERSON, BUSINESS OR OFFICIAL FORM

RTI APPLICATION DRAFT (SAMPLE)

Sample – fictional details. · A draft only, not a filed request. Confirm the public authority and the fee on the official RTI channel before you send it.

To: The Public Information Officer
Sample Public Authority, Thrissur (fictional desk for layout)

Subject: Request under the Right to Information Act, 2005

1. Full name of the applicant: Anand R. (fictional)
2. Address: 8 Sample Road, Thrissur, Kerala 000000
3. Information sought:

    1. The number of unscheduled electricity outages recorded for feeder [name] in Thrissur corporation, 1 January 2026 to 31 October 2026.
    2. A copy of the inspection note, if any, for that feeder in the same period, with personal data of private persons redacted as the Act requires.

4. Period: 1 January 2026 to 31 October 2026.
5. I prefer the information by email at anand.sample@example.com, or by post if that is not possible.
6. The application fee will be paid as prescribed. This sample does not attach a fee instrument.

മലയാളം ചുരുക്കം: ഇത് ഒരു സാമ്പിൾ ഡ്രാഫ്റ്റ് മാത്രമാണ്. യഥാർത്ഥ അപേക്ഷ ഔദ്യോഗിക പോർട്ടലിലോ നിശ്ചിത ഫീസോടെയോ, ശരിയായ പബ്ലിക് അതോറിറ്റിക്ക് വേണം നൽകാൻ.