

Date: \_\_\_\_\_

The Public Information Officer, NSFDC  
14th Floor, SCOPE Minar,  
Core 1 & 2, Laxmi Nagar District Centre, Laxmi  
Nagar,  
**Delhi – 110 092.**

Sub: **Request for providing information under RTI Act, 2005.**

Sir,

Please arrange to provide me the information on the captioned subject. I am enclosing herewith a crossed Demand Draft/ Banker Cheque /Indian Postal Order/Cash/Electronic means bearing No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs. \_\_\_\_\_ only, as per prescribed rate for the above information.

I, therefore, request you to kindly send me the information at the address given below.

Thanking you,

Yours faithfully,

**(Name of the Person)**  
**Address**

Enclosed:

Demand Draft /Bankers Cheque /Indian Postal Order/Electronic means No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs. \_\_\_\_\_ only.