

[Insert Name and Address of the PIO]

Dear Public Information Officer:

This is an application under Section 6 of the Right to Information Act 2005.

I have applied for a ration card on [insert date here] at the [insert name of office here] Ration Card Office. My application number is [insert app number here].

Under the RTI Act I would like to request answers from your office to the following two questions:

1. What is the average processing time for a ration card at the [insert name of office here] Ration Card Office?
2. What is the current status of my ration card application?

Please find attached my RTI application fee in the amount of Rs10.

Many thanks in advance for your assistance. I very much look forward to hearing from your office within 30 days as provided by Section 7 of the RTI Act 2005.

Sincerely yours,

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