

Sample RTI Application

Date: _____

To,

The Public Information Officer

Technical Education and Vocational Training Authority (TEVTA)

TEVTA Secretariat, 96-H, Gulberg-II, Lahore.

Subject: RTI Request – *[Brief subject of the information you are requesting]*

In accordance with the right to information granted to citizens under Article 19-A of the Constitution and the Punjab Transparency and Right to Information Act, 2013, I would like to request the following information:

1. _____

2. _____

3. _____

I would like to have a hard copy / soft copy of the documentation relating to the above.

Please find enclosed:

- Copy of Identity Card (CNIC)
- Contact Number
- Email Address
- Mailing Address

Thanking you,

(Name of Applicant): _____

CNIC No.: _____

Address: _____

Phone Number: _____

Email: _____

Signature: _____