

Annexure - XIII

Model Letter of Application / Request

Date:

To
The Public Information Officer,
Name of the Office

Sir/Madam:

Sub: Request for information _____ regarding APMDP

Kindly, provide me the following information (Mention the information you want as specially and clearly as possible)

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[if applicable] I request provide information in the following format(s) - true copy / print out / diskette / floppy / tape / video cassettes / certified copies of documents or records – in person / by post / by e-mail.

[if applicable] I would like to inspect the following works / documents / records / take notes/extracts.....(Mention clearly and specifically what is wanted for inspection). Kindly inform me the date and time for my visit.

[if applicable] kindly, provide me certified samples of material (Mention specifically and clearly the material). I request for receipt of the certified samples (Describe).....

Sincerely,
(Applicant's signature/Thumb Impression)

Applicant's Name :
Applicants Address :
Applicant's Phone Number/e-mail Address (optional):
Place:

Annexure – XIV

Acknowledgement Letter

Date :.....

To
The Applicant
(Name & Address)

Dear Sir/ Madam

Sub : Your letter requesting for information _____ regarding
APMDP Project- Acknowledge your letter.

Ref : Your application/SMS/e-mail, dated._____.

Please refer to your application requesting for information (Briefly describe).....dated.....addressed to.....

It is informed that your application is received throughand registered in this office with the Number..... and inform you the reply in this regard will be furnished to you before Date.....

Or

It is informed that your application is received throughand registered in this office with the Number..... and the request is rejected for the following reasons.

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Yours Sincerely

Signature of the Information Officer
Designation
Place:

