

Date:.....

The Appellate Officer
(Name of the Public Authority)
(Address of the Public Authority)

An appeal under Section 19(1) of the Right to Information Act, 2005 Ref:
[PIO/Appellate Officers' Decision Reference No. & Date, received on.....
(Date) /Date of Deemed Refusal]

Dear Sir / Madam:

[Please Describe the details about Appeal and Grounds why Appeal is preferred:

Date & Description of the Application:

Name and Address of the PIO:

Details of Decision of the PIO:

Grounds of Appeal:

Relief sought :]

For hearing, I wish to be present in person / opt not be present / I will send my duly authorised representative.

Sincerely,

(Appellant's signature)

Appellant's Name:

Appellant's Address:

Appellant's Phone Number / e-Mail Address (optional):

Place: