

**Format of letter for forwarding the application received to CPIO.**

Department of Posts

Customer Care Centre.....

(full postal address with contact details)

Ref No. : Date :

To

(CPIO, appellate authority) with contact numbers

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Sub : Forwarding of application under RTI Act 2005

Sir/Madam

I am forwarding a letter no..... dated ..... received from

.....for further

necessary action. The payment of application fees has been made in cash in the

post office under receipt No...../has been made through DD/Cheque which is

enclosed herewith.

Date Signature of CAPIO

(RTI Oblong stamp)

Copy to : Applicant's address :-

..... Information requested by you is likely to be

..... available with the above addressee (CPIO). You may

..... contact the above addressee directly for any

Information/clarification.