RTI 06

Mr. /Ms. …….

Registration Number:- ……..
Date Request Received: ……
Public Authority:…….

Extension of time period to provide information

This is with regard to RTI 04 dated …… which we have sent to you.

Even though we decided to provide the information requested by you through application dated……with Registration Number…….we regret that we cannot provide the information within the 14 days stipulated in our initial decision letter due to the reasons given below. We are therefore extending the time period to provide the information till the ……..(date expected).

Reason/s for the extension:-
……..
……
……

If you are dissatisfied with the extension you may appeal to the following Officer within 14 days.

Designated Officer-

Name: ……..
Designation:……..
Address: …….

Yours,
Faithfully,

……..
Information Officer (signed)
Name & Designation
Contact details (telephone and email)