To,

Central Public Information Officer,  
O/o Registrar of University,  
[Name of the University]  
[Full Address]

**Subject: Information under Right to Information Act 2005**

**Dated:** [Enter the Date of RTI Application]

Dear Sir,

Kindly furnish certified copies of my answer-sheets, the details of which are as under:

1. Name of the candidate: [Enter Your Name]
2. Roll Number : [Enter the Roll Number]
3. Name of Exam : [Write the name of the examination, say BSC 2nd year]
4. Date of Exam : [Date of the Examination]Top of Form
5. Name of the Subject: [Give the names of the subjects for which you want the copies]
6. Exam Center: [Exam center location]
7. Subject Code: [Write the Subject Code of Exam]
8. Centre Code: [Write the Center code as available in Hall Ticket]

[If you are attaching the Xerox copy of the Hall Ticket, Kindly click here and write, I am attaching the xerox copy of the Hall ticket]

I am attaching the prescirbed fees of Rs [Write the fee amount deposited. Check from the University website for teh correct RTI Fees] /- paid through [Write the Mode of Payment Cash /Cheque/Postal Order e.t.c] dated [Write the date of the examination].

With Regards,

[Name of Yours here]

[Date of writing RTI Application]

[Full Postal Address along with email & Telephone number]