

Format of letter for CPIO for rejection of request(s)
Department of Posts

Office of

Date :

To

(Applicant's Address)

Sir/Madam

Kindly refer to your letter dated / / requesting for information under the RTI, Act, 05. I am unable to provide the information requested by you as _____(reasons)_____

___ which is/are exempted under Section 8 sub sec ()/Section 9/Section 11 of the Act. The section reads as follows:

In case you are not satisfied with the response above, you may appeal against this rejection to the following Appellate Authority within 30 days of receipt of this letter.

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.....
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Date :

Signature of CPIO with SEAL