*Note: The requester is requested to follow the specimen and its content for prompt reply from the university. Optional specimen for request under RTI 2017 is here as under.*

**Registrar**

Federal Urdu University of Arts, Science and Technology,

Gulshan-e-Iqbal, Admin Campus,

Karachi.

**Subject: Request for Information under the Right to Information Act, 2017**

Dear Registrar

I am writing to you in accordance with the provisions of the Right to Information Act, 2017, seeking information on a matter of public interest. As a responsible citizen I believe in promoting transparency, accountability, and the right to access information from public authorities. I request you to provide me with the following information:

*(Please ask only ONE question through one application. You may file another question through a separate application. This will help us provide specific reply within stipulated time.)*

The matter is of utmost concern for the public and would bring transparency in the affairs of a public sector university as envisioned by the Right to Information Act 2017. I seek this information for my personal use.

I kindly request that the information be provided to me within the statutory time frame as stipulated under the Right to Information. I look forward to a prompt and positive response to my request. Thank you for your attention to this matter and for upholding the principles of transparency and accountability.

Yours sincerely

Name

Cell Phone Number:

Valid CNIC Number along with photocopy

Postal Address:

Attachement:

*Please make sure you have paid the required fee as stipulated in the RTI 2017 laws and determined by the university.*