**DD-MM-YYYY**

**From**

**Ritesh Singh,**

**D311, R. P. Hall,**

**IIT Kharagpur,**

**Paschim Midnapur,**

**West Bengal – 721302**

**TO**

 **The Principal**

**First Appellate Authority**

 **Pondicherry Engineering College**

 **Pillaichavadi,**

**Puducherry – 605014**

**Sir,**

**SUB: FIRST APPEAL UNDER RTI ACT 2005**

 **REF: My application under RTI Act 2005, dated DD-MON-YYYY**

 **Please refer to my application under RTI Act 2005, sent to Pondicherry Engineering College, Puducherry, dated DD-MON-YYYY. Until this date, the PIO has not provided the requested information.**

**I kindly request you to look into this matter and facilitate to provide the requested information as early as possible.**

**Thanks & Regards,**

**Ritesh Singh**

**Encl: My RTI application dated DD-MON-YYYY**