**DD/MM/YY**

**FROM:**

**XYZ**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**TO:**

PIO

Pondicherry Engineering College

Pillaichavidi,

Puducherry – 605014

**Sir,**

**Subject: Information Request under RTI Act**

I, **XYZ, a citizen of India, request for information through RTI.** Application fee of Rs. 10.00 by means of IPO S.No XXXXXX dated XXXXX, Payable to Accounts Officer of XXXXXX at XXXXX is enclosed with this application. I kindly request you to provide the following information:

1. **Copies of Audited Balance-sheets for the FY 2006-2007, FY 2007-2008, FY 2008-2009, FY 2009-2010, FY 2010 – 2011.**
2. **Copy of unaudited Balance-sheets for the FY 2011-2012**

**Please send the information to:**

**ADDRESS LINE 1**

**ADDRESS LINE 2**

**Declaration:** I declare that I am citizen of India.

Yours Faithfully,

XYZ

Enclosure: Application Fee : IPO S. No. \_\_\_\_\_\_\_\_\_\_\_\_\_