

**RTI 02**

**Acknowledgment**

Mr./Ms. ....

RegistrationNumber: .....  
Date Request Received :  
.....

This is to inform you under Section 24 (3) of the Right to Information Act, No 12 of 2016 that we have received your information request dated .....requesting the following information .....

We will inform you of our decision on your request within 14 days.

For further details, please contact the following officer during working hours. Please mention theRegistration Numberprovided regarding your request when contacting.

Information Officer's  
Name : .....  
Designation: .....

Date: .....  
Office: .....  
Contact Number: .....  
Email: .....