

**Notice to third party under section 11(1) of the RTI Act, 2005**

Letter No:-.....

Dated:-.....

**From:**

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(Designation, address and phone no. of SPIO providing the information under RTI Act, 2005)

**To:**

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.....  
.....

(Name and address of third party)

Sir/Madam,

Whereas Sri/Smt \_\_\_\_\_ resident of \_\_\_\_\_ has filed an application on \_\_\_\_\_ with the undersigned under the Right to Information Act, 2005 seeking the following information/record relating to/supplied by you:

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.....  
.....

And whereas the undersigned intends to disclose the above information/record or part thereof to the applicant.

Now, therefore, you are hereby called upon to make your submissions in writing or orally, as per section 11 of the Act, as to whether the information/record asked for by the applicant should be disclosed or not.

The submissions or representation against the proposed disclosure should be made by you within ten days from the receipt of this notice, failing which the undersigned will take a decision in the matter in accordance with the provisions of the Act, without giving any further notice.

If you have any objection against this decision you may file an appeal under Section 19(1) of the Act within thirty days to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority

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Yours faithfully,

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