

[Insert unique code here for internal record-keeping, for example: MMfD / RTI / 04 / 2017 / 06]

[Write date here, for example 19 September 2017]

[Write the name, designation and address of Public Information Officer or Head of Public Body, for example,
Syed Hashim Raza Zaidi,
Managing Director, Karachi Water & Sewerage Board (KWSB)
Karachi, Sindh]

Subject: for example, **RTI Request – Information about sewerage plan**

In accordance with the right to information granted to citizens under the Sindh Transparency and Right to Information Bill 2016, I would like to request the following information:

1. Annual reports of the implementation of the Greater Karachi Sewerage Plan S-III from 2012 to 2017

Please provide a certified copy of the documents requested above. Thank you.

Yours sincerely,

[Sign here]

[Write your name, address, and contact information, for example,
Ahmed Ali,
House 123, Street 45, Sector F6, Islamabad
0300-1234567
ahmedali123456@testmail.com]

Attached: CNIC copy