

[Insert unique code here for your own internal record-keeping, for example MMfD/01]

[Insert Date here, for example 08 Dec 2019]

[Write name/designation of Public Information Officer below, for example:]

Public Information Officer

Higher Education Commission

Islamabad

Subject: [Write a subject for the request here, for example:] RTI Request – Information regarding university-wise enrolment

In accordance with the federal Right of Access to Information Act 2017, I wish to request the following information:

1. [Write information question here, for example:] University-wise enrolment for calendar years 2015-16 and 2016-17, as per the following format (if possible):

S. No.	University	Enrolment (UG)	Enrolment (PG)	Total Enrolment
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I would like to have the data tabulated in an Excel file or soft copy, if possible. Otherwise, the hard copy of the documentation related to the above can be provided. Thank you in advance.

Sincerely,

[Add your signature here.]

[Write your name, address and contact details below, for example:]

Ahmed Ali

House 123,

Street 45, F-6,

Islamabad

0300-1234567

ahmed.ali123456@testmail.com

[Attach a copy of your CNIC with the letter.]