

**FORMAT-3**  
**(Rejecting request for information)**

(On Letterhead)

To: Date

We have received your request for information dated on .

On a review of your request, we find that we are unable to provide you the information for the following reasons:

Kindly note that you have a right to file an appeal before the Appellate Authority (whose details are given below) within 30 days from the date of receipt of this decision.

Name and address of the Appellate Authority: