[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Court Clerk/Court Reporter/Agency]
[Department/Records Division]
[Address]
[City, State, Zip Code]

Re: [Case Name]
Case Number: [Case Number]
Instruction to Seal Confidential Testimony

To the Clerk/Reporting Officer:

Pursuant to [Relevant Court Rule, Statute, or Protective Order dated MM/DD/YYYY], this letter serves as a formal instruction to seal the testimony of [Witness Name] taken on [Date of Deposition/Hearing].

Please ensure that the following items are placed under seal and protected from public disclosure:

- The original transcript of the testimony.
- Any video or audio recordings of the proceeding.
- All exhibits marked as "Confidential" during said testimony.

The aforementioned materials contain [briefly state reason, e.g., sensitive personal data, trade secrets, or information subject to a protective order]. These records should be accessible only to authorized court personnel and counsel of record, unless otherwise ordered by the Court.

Please confirm receipt of these instructions and provide notification once the records have been officially sealed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Plaintiff/Defendant/Party Name]