[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Name of Records Custodian]
[Name of Court/Agency]
[Department, if applicable]
[Address]

RE: Formal Instruction to Seal Confidential Court Records

Case Name: [Case Name]
Case Number: [Case Number]
Court: [Name of Court]

To the Custodian of Records,

Pursuant to the Court Order issued on [Date of Order] by the Honorable [Judge's Name], I am formally instructing your office to seal the records associated with the above-referenced case.

The specific records to be sealed include, but are not limited to:

- [Description of Document 1, e.g., Full Case File]
- [Description of Document 2, e.g., Transcripts of Proceedings]
- [Description of Document 3, e.g., Financial Affidavits]

Under the terms of the attached Order, these records are deemed confidential and must be removed from public access, including any electronic databases or online search portals maintained by your office. Please ensure that these files are secured such that they are only accessible by authorized personnel or upon further order of the court.

Please provide written confirmation to the address listed above once the sealing process has been completed. If there are administrative fees associated with this request, please notify me immediately.

Attached please find a certified copy of the Order to Seal.

Sincerely,

[Your Signature]

[Your Printed Name]