To: [Name of Records Custodian]
[Name of Organization/Agency]
[Address]
[City, State, Zip Code]

Date: [Current Date]

RE: Formal Instruction for Redaction of Privileged Information
Case Name: [Case Name]
Case/Reference Number: [Case Number]

Dear [Name of Custodian],

This letter serves as a formal instruction regarding the release of records related to the above-referenced matter. You are hereby directed to redact specific privileged and confidential information before any documents are disclosed to third parties or entered into the public record.

Please apply redactions to the following categories of information:

- **Attorney-Client Privileged Information:** Any communications between legal counsel and the client intended to remain confidential for the purpose of seeking or providing legal advice.
- **Attorney Work Product:** Documents, notes, or mental impressions prepared by or for an attorney in anticipation of litigation.
- **Personally Identifiable Information (PII):** Including but not limited to Social Security numbers, home addresses, personal phone numbers, and dates of birth.
- **Financial Data:** Bank account numbers, tax identification numbers, and sensitive proprietary financial information.
- **Proprietary/Trade Secrets:** Confidential business processes or information that provides a competitive advantage.

When performing these redactions, please ensure that the redacted text is completely obscured and unreadable. A placeholder or label indicating the legal basis for the redaction (e.g., "Redacted - Attorney-Client Privilege") should be inserted where appropriate.

If you have questions regarding whether specific information falls under these categories, please contact [Name of Legal Representative] at [Phone Number/Email] before proceeding with the disclosure.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Role]