

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

[Date]

[Name of Court Clerk]
Court Clerk, [Name of Court]
[Court Address]
[City, State, Zip Code]

RE: [Case Name]; Case No. [Case Number] - Letter of Instruction Regarding Filing Under Seal

Dear Clerk of the Court,

Pursuant to [Local Rule/Statute Number] and the Order Granting Motion to Seal entered by the Court on [Date], I am submitting the following documents to be filed under seal:

- [Title of Document 1]
- [Title of Document 2]
- [Title of Exhibit(s)]

These documents contain proprietary trade secrets and confidential commercial information. In accordance with court procedures, please perform the following:

1. File the unredacted versions of the aforementioned documents under seal.
2. Ensure these documents are not accessible via the public docket or any public electronic filing system.
3. Place the physical documents in an envelope marked "FILED UNDER SEAL" with the case caption and a copy of the Sealing Order attached to the outside.
4. Maintain the secrecy of these materials until further order of the Court.

Enclosed, please also find the redacted (public) versions of these documents for the general case file.

Please return a conformed copy of this letter in the provided self-addressed stamped envelope. Should you have any questions regarding this filing, please contact me directly at [Your Phone Number].

Sincerely,

[Signature]

[Your Printed Name]

Counsel for [Party Name]