

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

[Date]

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

RE: [Case Name]
Case Number: [Insert Case Number]

Dear Court Clerk,

Pursuant to [Insert Local Rule or Statute, e.g., State Rule of Civil Procedure], I am writing to provide instructions regarding the filing of my Personal Financial Affidavit in the above-referenced matter.

Please find the enclosed original and [Number] copies of the Personal Financial Affidavit. I am formally requesting that this document be filed **under seal** or maintained in a **confidential file** as permitted by [Insert Rule Number] for the following reasons:

- The document contains sensitive personal identifiers (Social Security Numbers, Bank Account Numbers).
- The document contains proprietary financial data and private income details.
- Public disclosure would pose a risk of financial harm or identity theft.

If a formal "Motion to Seal" is required in addition to this letter of instruction, please notify me immediately or file the document provisionally under seal pending a judge's signature on the attached proposed order.

Kindly return a date-stamped copy of this letter in the provided self-addressed stamped envelope to confirm that the document has been filed and restricted from public access.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]