

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

[Date]

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

RE: [Case Name]

Case Number: [Insert Case Number]

Subject: Instruction to Seal Private Settlement Agreement

Dear Clerk of the Court,

Pursuant to the Order signed by the Honorable [Judge's Name] on [Date of Order], please find the enclosed [Settlement Agreement/Document Name] to be filed under seal in the above-referenced matter.

In accordance with the Court's instructions and local rules, I am providing the following:

- One (1) original unredacted copy of the document in a sealed envelope marked "FILED UNDER SEAL."
- One (1) redacted copy for the public record (if required).
- A copy of the Court Order authorizing the sealing of this document.

Please ensure that this document is restricted from public access and is only viewable by authorized court personnel and the parties named in the protective order.

Kindly file-stamp the enclosed extra copy of this letter and return it to me via [Process Server/Self-Addressed Stamped Envelope] to confirm receipt and filing.

Thank you for your assistance in this matter.

Sincerely,

[Signature]
[Printed Name]
Counsel for [Plaintiff/Defendant]