

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

[Date]

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

RE: Letter of Instruction for Document Sealing

Defendant Name: [Your Full Name]

Case Number: [Your Case Number]

To the Clerk of the Court,

Pursuant to the Order for Expungement granted by the Honorable [Judge's Name] on [Date Order Was Signed], I am writing to formally request the sealing of all records pertaining to the above-referenced case.

In accordance with the Court's Order and [State/Local Statute Number], please perform the following actions:

- Remove all physical files related to this case from public access and place them under seal.
- Remove all electronic records, indexes, and docket entries from public-facing databases.
- Notify any relevant law enforcement or administrative agencies of the sealing order as required by law.
- Ensure that any future inquiries regarding this record are met with the response that no such record exists.

Enclosed is a certified copy of the Order for Expungement/Sealing for your records.

Please provide written confirmation to the address listed above once the sealing process has been completed. Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]