

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Court Clerk]
[Name of Court]
[Court Address Line 1]
[Court Address Line 2]

RE: [Case Name]

Case Number: [Insert Case Number]

Subject: Instructions for Sealing Documents Containing Proprietary Business Information

Dear Court Clerk,

Pursuant to the Order granted by the Honorable [Judge's Name] on [Date of Order], I am writing to provide specific instructions regarding the filing and sealing of documents in the above-referenced matter.

Accompanying this letter are the following documents which have been designated as containing sensitive proprietary business information, trade secrets, and/or confidential commercial data:

- [Title of Document 1]
- [Title of Document 2]
- [Exhibit X to Document Name]

In accordance with [Local Rule Number/State Statute], please take the following actions:

1. File the aforementioned documents under seal.
2. Ensure that these records are not available for public inspection, whether via physical file or electronic database.
3. Limit access to these documents strictly to the Court and authorized court personnel, unless otherwise ordered.
4. [Optional: File the redacted versions of these documents, provided herewith, for the public record.]

The sealing of these materials is necessary to prevent the public disclosure of proprietary information that would cause competitive harm to [Company Name].

Please acknowledge receipt of these documents and confirm their status as sealed by [returning a date-stamped copy of this letter / updating the electronic docket].

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Bar Number]