

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

[Date]

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

RE: IN THE MATTER OF THE ADOPTION OF [Child's Full Name]
Case Number: [Insert Case Number]

Dear Court Clerk,

Pursuant to the final decree of adoption granted on [Date] by the Honorable [Judge's Name], I am writing to formally instruct the Clerk's office to seal all records pertaining to the above-referenced proceeding.

In accordance with [State Statute/Local Rule, e.g., State Adoption Code Section XXX], please ensure that:

- The original birth certificate and all related legal documents are placed in a sealed file.
- All electronic and physical indices are updated to reflect the confidential status of these records.
- Access to these files is restricted and may only be opened upon a subsequent order of this Court for good cause shown.

Enclosed please find [list any enclosures, such as a copy of the Final Decree or the required filing fee].

Please provide a written confirmation or a file-stamped copy of this letter once the records have been successfully sealed in accordance with state law.

Thank you for your prompt attention to this private matter.

Sincerely,

[Your Signature]
[Your Printed Name]