

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

[Date]

[Recipient Name/Custodian of Records]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

RE: Request for Confidential Records and Motion for Protective Order

Case Name: [Case Name]

Case Number: [Case Number]

Dear [Recipient Name],

In connection with the above-referenced legal matter, I am requesting the production of the following records: [Detailed description of records requested].

Due to the sensitive and private nature of these documents, which contain [personal, financial, medical, or proprietary] information, I am requesting that these records be produced subject to a Protective Order. The purpose of this order is to ensure that the confidential information is used solely for the purposes of this litigation and is not disclosed to unauthorized parties.

Please find the proposed Protective Order attached to this letter. We request that you review and sign the stipulated order so that it may be submitted to the Court for approval. If you have any objections to the terms of the proposed order, please contact me by [Date] so we may discuss necessary revisions.

Upon entry of the Protective Order by the Court, please provide the requested records to my office via [Delivery Method - e.g., secure electronic link or physical mailing].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Proposed Protective Order