

Figure: 16 TAC §22.71(j)(2)(E)

CONFIDENTIAL-FILING MEMORANDUM

TO: [Presiding Officer/Commission Staff/Division, if applicable]
FROM: [Submitting Party Name]
DATE: [MM/DD/YYYY]
RE: [Control Number - *Style/Title of Commission Matter*], [SOAH Docket Number, if applicable]

[Submitting Party Name] designates **[title of filing]** as **[entirely/partially]** confidential.

This filing **[concerns/consists]** of: **[brief summary/description of filing contents]**. The **[Bate stamp/sequential page number range]** of the filing consists of confidential material from **[number]** to **[number]** pages **[or non-consecutive page number ranges]**.

The following pages contain redactions for the reasons stated below:

- **[Each specific bate stamp or sequential page number range that is redacted]**
 - **[Statement of the specific reasons for designating the material as confidential, including any applicable law]**
- <REPEAT AS NEEDED>

[Any additional information required by any protective order in effect in the applicable matter]

[Submitting Party Name] acknowledges that the confidential filing status of this document may be subject to challenge by another party in the proceeding or by the presiding officer.

[Signature of party or party representative]

[Name of party/business name of party/party representative name, address, telephone number, and e-mail address]