

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]

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[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]

Select the applicable box below:

☐ Protected Material

☐ Highly Sensitive Protected Material

☐ Not Applicable (A protective order has not been issued in the proceeding)

**[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]**