

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Address]  
[City, State, Zip Code]

Re: Ex Parte Order Request

Dear [Recipient's Name],

I am writing to request an ex parte order regarding [briefly state the issue, e.g., custody, temporary restraining order, etc.]. This request is made due to [briefly explain the urgency or reason for the ex parte nature, e.g., immediate harm, risk of evidence destruction, etc.].

I respectfully ask for the court's prompt attention to this matter and am prepared to provide any necessary documentation to support my request.

Thank you for your consideration.

Sincerely,

[Your Name]