

[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: Request for Ex Parte Order

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an ex parte order regarding [briefly describe the issue or matter, e.g., temporary custody, injunction, etc.]. Due to the urgency of the situation, I believe it is imperative to obtain this order without prior notice to the other party, [name of the opposing party], for the following reasons:

1. ****Details of the Situation****: [Provide a concise explanation of the circumstances and the reasons for the urgency. Include any relevant facts or incidents that warrant immediate action.]
2. ****Legal Justification****: [Cite any relevant laws or rules that support your request for an ex parte order, explaining why the situation meets the criteria for such an order.]
3. ****Potential Harm****: [Describe the potential harm or irreparable damage that could occur if the order is not granted promptly.]

In light of the above, I respectfully request that the court issue an ex parte order granting [specific relief sought] to ensure [state the desired outcome]. I am prepared to provide any further documentation or evidence as needed to support my request.

Thank you for your prompt attention to this urgent matter. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]