

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

[Judge's Name]  
[Name of Court]  
[Court's Address]  
[City, State, Zip Code]

Re: Ex Parte Order Request

Dear [Judge's Name],

I am writing to request an ex parte order regarding [briefly describe the nature of the request, e.g., custody, financial support, protection order, etc.].

[Provide a brief background of the case and the reasons for the urgency of the request. Explain why immediate action is necessary, and include any relevant details that support your request.]

Enclosed are the following documents:

1. [List of documents enclosed, e.g., Petition for Ex Parte Order, Affidavit, etc.]
2. [Additional documents if applicable]

I understand the importance of this request and assure the court that I have made efforts to provide notice to the other party [explain if you did or did not and why].

Thank you for your attention to this matter. Please feel free to contact me if you require any additional information.

Sincerely,

[Your Signature (if sending hard copy)]  
[Your Printed Name]  
[Your Title or Relation to the Case, if applicable]