

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Ex Parte Order Request

Dear [Recipient Name],

I am writing to formally request an ex parte order regarding [briefly describe the issue, e.g., temporary custody, restraining order, etc.].

Case Information:

- Case Title: [Your Case Title]
- Case Number: [Your Case Number]
- Court: [Name of the Court]

Grounds for Request:

[Clearly state the reasons for seeking the ex parte order and provide any pertinent facts or circumstances.]

Impact of Delay:

[Explain why waiting for a regular hearing would be detrimental or create hardship.]

Relief Sought:

[Clearly outline what you are asking the court to do, e.g., grant a temporary order, provide specific instructions, etc.]

I appreciate your prompt attention to this matter and am including all necessary documentation for your review. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]