

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Address]
[City, State, Zip Code]

Subject: Notification of Ex Parte Order

Dear [Recipient's Name],

I hope this letter finds you well. This correspondence serves to formally notify you of an Ex Parte Order issued by [Court Name] on [Date of Order].

Details of the Ex Parte Order are as follows:

- Case Number: [Case Number]
- Parties Involved: [Your Name/Your Client's Name] vs. [Other Party's Name]
- Details of the Order: [Brief description of the order, including any relevant terms and conditions]

This order is effective immediately and remains in effect until [expiration date or conditions for dissolution of the order].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification regarding this matter.

Thank you for your attention to this important notification.

Sincerely,

[Your Name]
[Your Title/Position]