

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

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

Re: Ex Parte Order Presentation

Dear [Recipient's Name],

I am writing to formally present an ex parte order for your consideration related to [brief description of the case or order].

Case Information:

- Case Name: [Case Name]
- Case Number: [Case Number]

Details of the Ex Parte Request:

- [Briefly outline the urgent circumstances necessitating the ex parte order. Include relevant facts and the legal basis for the request.]

Action Requested:

- [Clearly state what you are requesting from the court, including specific orders or relief sought.]

Supporting Documents:

- [List any documents enclosed, such as affidavits, declarations, or previous court orders.]

Thank you for your prompt attention to this matter. Please feel free to contact me at [your phone number] or [your email address] should you have any questions or require further information.

Sincerely,

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