

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

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

Re: Request for Ex Parte Order

Dear [Recipient's Name or "Honorable Judge"]:

I am writing to formally request an ex parte order in the matter of [Case Name/Number], which pertains to [briefly state the subject or reason for the request].

[Provide a brief explanation of the situation and why the ex parte order is necessary. Include any relevant details that substantiate the urgency or basis of the request.]

Given the circumstances, I respectfully request that the court grant this ex parte order to [specific relief you are seeking]. This order is necessary to [explain the consequences of not granting the order].

I appreciate your attention to this urgent matter and am available for a hearing at the court's earliest convenience. Thank you for considering this request.

Sincerely,

[Your Name]  
[Your Title/Relation to the Case, if applicable]  
[Enclosures: if any]