

[Your Name]
[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]

Re: Request for Ex Parte Order

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an ex parte order concerning [briefly describe the issue, e.g., child custody, restraining order, etc.].

Due to [explain the urgency and reason for the ex parte request, e.g., imminent danger, time-sensitive matters], I believe that immediate action is necessary. [Briefly outline the facts and circumstances that necessitate this request.]

I have attached the required documents for your review, including [list any attached documents, e.g., affidavits, evidence, etc.].

Thank you for considering this urgent request. I am available for any further information or discussions at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]

[Enclosures: List of attached documents]