

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

Dear [Recipient's Name],

Subject: Request for Ex Parte Order

I hope this letter finds you well. I am writing to formally request an ex parte order in relation to [briefly state the purpose, e.g., urgent legal matters, protection orders, etc.].

[Provide a concise explanation of the circumstances necessitating the ex parte order, highlighting the urgency and the potential consequences of delaying the matter.]

Given the situation's pressing nature, I would appreciate your consideration of this request at your earliest convenience. I have attached [list any supporting documents, if applicable] to provide further context and justification for this request.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]