

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

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

Re: Ex Parte Order Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an ex parte order regarding [briefly describe the matter].

[Provide background information and context for the request. Explain why immediate action is necessary and the potential consequences of delay.]

I kindly ask the court to consider this request and grant the ex parte order to [state the specific relief sought].

Thank you for your attention to this urgent matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title or Relationship to the Matter]