

[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]

Subject: 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 regarding [briefly state the nature of the request, e.g., temporary custody, restraining order, etc.].

[Provide a detailed explanation of the situation, including any pertinent facts and reasons for the urgency of the request. Include why immediate action is necessary and the potential harm or risk involved.]

In light of the circumstances, I respectfully ask for the court's immediate attention to this matter and grant the ex parte order as requested. Please find attached any relevant documentation to support my request.

Thank you for considering this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]