

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Organization Address]
[City, State, Zip Code]

Subject: Request for Ex Parte Order

Dear [Recipient Name],

I am writing to formally request an ex parte order regarding [briefly describe the purpose of the order, e.g., temporary restraining order, custody arrangement, etc.].

[Include a brief background of the case and the reasons for the request, emphasizing the urgency and necessity of granting the order without notice to the other party.]

I appreciate your attention to this matter and request that the order be issued at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]