

[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 am writing to formally request an ex parte order regarding [briefly describe the matter, e.g., "custody," "protection," "temporary relief"]. Given the urgent nature of this situation, I believe it is crucial to address this matter promptly to prevent [describe potential risks or issues, e.g., "immediate harm," "irreparable damage," etc.].

[Provide a brief background of the case and the reasons for the request. Include any relevant details that support your position and the urgency.]

I kindly urge the court to consider this request and grant the ex parte order to ensure [state the desired outcome, e.g., "the safety of the involved parties," "the preservation of rights," etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title or Position, if applicable]
[Your Organization, if applicable]