

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

Re: Ex Parte Order Request

Dear [Recipient Name/Title],

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

1. **\*\*Parties Involved\*\***:

- [Your Full Name] (Plaintiff/Movant)
- [Other Party's Full Name] (Defendant/Respondent)

2. **\*\*Nature of the Request\*\***:

I am seeking an ex parte order to [clearly state the specific order or relief sought], as [provide a brief explanation of why this request is urgent and requires immediate attention].

3. **\*\*Grounds for Relief\*\***:

[Explain the legal grounds for your request, including any relevant laws or precedents that support your case.]

4. **\*\*Supporting Facts\*\***:

[Provide a concise list of factual details that justify your request, such as dates, events, and any other pertinent information.]

5. **\*\*Urgency\*\***:

[Explain why this matter is urgent and why notice to the other party should not be given, if applicable.]

6. **\*\*Affidavit\*\***:

Enclosed is my affidavit [or declaration] supporting this request, which includes [briefly outline what the affidavit contains].

I respectfully request that the court review this matter at its earliest convenience and grant the requested ex parte order to [restate the relief sought].

Thank you for your attention to this urgent matter. Please feel free to contact me with any questions or for further clarification.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]

Enclosure: Affidavit/Declaration