

[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: Submission for Ex Parte Order

Dear [Recipient's Name],

I am writing to formally submit a request for an ex parte order in the matter of [Case Name/Number]. This request is made pursuant to [relevant rule or statute, if applicable].

[Provide a brief summary of the case and the grounds for the ex parte request. Include any urgent circumstances or reasons why immediate action is necessary.]

Please find attached the required documents, including [list any documents submitted, e.g., affidavits, declarations, supporting evidence].

I kindly request that this matter be considered promptly to address the urgent needs outlined.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]