

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Re: Ex Parte Order Request

Dear [Recipient's Name],

I am writing to request an Ex Parte Order regarding [briefly describe the issue, e.g., "temporary custody of the children," "restraining order against respondent," etc.].

****Background:****

- [Provide a summary of the situation leading to the request.]
- [Mention any relevant dates, incidents, and parties involved.]

****Reason for Urgency:****

- [Explain why this matter requires immediate attention without notice to the other party.]
- [Detail any potential risk, harm, or urgency involved.]

****Request for Relief:****

- [Clearly outline the specific relief you are seeking from the court.]

****Attached Documents:****

- [List any documents you are including, such as affidavits, evidence, or forms.]

Thank you for your consideration of this urgent matter. I appreciate your prompt attention to my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

Cc: [If applicable, list any other parties involved]