**DIVISION “C” TEMPLATE COVER LETTER – EX PARTE/NO HEARING HELD**

The Honorable Elizabeth G. Rice

George Edgecomb Courthouse

800 E. Twiggs Street, Room 521

Tampa, FL 33602

Re: *INSERT CASE STYLE*

Case No.: *INSERT THIRTEENTH JUDICIAL CIRCUIT* ***COURT*** *CASE NUMBER*

Dear Judge Rice:

Enclosed for your consideration are the following:

1. Original *INSERT NAME OF PROPOSED ORDER/JUDGMENT/WRIT*.
2. Courtesy copies for conforming and stamped, pre-addressed envelopes for all parties or their counsel.

The reason the order/judgment/writ may be signed without a hearing is *INSERT REASON AND WHY COPY OF THE PROPOSED ORDER/JUDGMENT/WRIT HAS* ***NOT*** *BEEN PROVIDED TO ALL OTHER PARTIES OR THEIR COUNSEL.*

If the proposed order/judgment/writ meets with your approval, please sign the original and return conformed copies to all parties or their counsel in the stamped, pre-addressed envelopes provided.

If you have any questions or required revisions, please contact me directly at *INSERT ATTORNEY’S OR STAFF MEMBER’S* ***DIRECT TELEPHONE NUMBER***. Thank you for your attention to this matter.

 Sincerely,

*INSERT NAME OF ATTORNEY/STAFF MEMBER*