

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

[Date]

[Recipient Name]
[Recipient Title/Department]
[Opposing Party or Court Name]
[Address]
[City, State, Zip Code]

**RE: Case Name/Matter: [Case Reference Number] - Explanation of Extraordinary
Emergency Injunctive Relief Expenses**

Dear [Recipient Name],

This letter serves to provide a detailed breakdown and formal explanation of the extraordinary expenses incurred in connection with the emergency injunctive relief sought on [Date]. Due to the urgent nature of the [Threat/Action, e.g., Breach of Contract, Asset Dissipation, Intellectual Property Infringement], immediate legal intervention was required to prevent irreparable harm.

The following categories summarize the necessary expenditures:

- **Legal Counsel Fees:** Expedited drafting of the Motion for Temporary Restraining Order (TRO), supporting affidavits, and legal memoranda prepared outside of standard business hours.
- **Expert Witness/Consultant Fees:** Retaining [Expert Name/Firm] to provide immediate technical analysis or financial forensic reporting required for the evidentiary hearing.
- **Filing and Service Fees:** Costs associated with emergency court filing fees and the use of private process servers for immediate service of process.
- **Administrative/Operational Costs:** Expenses related to [Briefly describe, e.g., expedited document production or secure data recovery].

These expenses represent extraordinary costs beyond standard litigation procedures, necessitated solely by the emergency circumstances and the requirement to preserve the status quo. Attached to this letter are the itemized invoices and receipts documenting these totals.

Please review the enclosed documentation. If you have any questions regarding these expenses, please contact my office directly.

Sincerely,

[Signature]

[Printed Name]