[DATE]

**BY EMAIL**: [originating registry]   
**BY FAX:** [originating registry]

Justice of the Provincial Court

The Provincial Court

800 Smithe Street

Vancouver, BC V6Z 2E1

Dear Justice of the Provincial Court,

**Re: [STYLE OF CAUSE] [FILE NUMBER]**

Further to the enclosed Urgent Hearing Decision, made by the Honourable Judge [NAME OF JUDGE e.g. Dell] on [DATE GRANTED], and pursuant to the Honourable Judge [NAME OF JUDGE e.g. Dell’s] instructions, also enclosed, we write with further application concerning [DETAILS OF APPLICATION].

[FURTHER APPLICATION DETAILS]

\*\*This letter should be short and to the point. You don’t have to include the Urgent Hearing Decision, but I think it’s a good idea, as it’s likely that a different judge will be looking at this then the judge who decided the Application for Urgent Hearing.

Sincerely,

[YOUR NAME]

[Title]

e: [YOUR EMAIL]

t: [PHONE NUMBER]

fx: [FAX NUMBER]