

[For the letter author: Do not use returns to add spacing between paragraphs; use the Normal styles (above) or the Paragraph tool. Do not forget to delete this information.]

[Date]

The Honorable Jenny Starr

Chief Administrative Law Judge

Office of Administrative Hearings

600 North Robert Street

P.O. Box 64620

Saint Paul, Minnesota 55164-0620

# Re: In The Matter of the Proposed Rules of the Department of [Name] [about/Governing] [Topic]; Request for Review and Approval of Additional Notice Plan; Revisor’s ID Number [Number]

Dear Chief Judge Starr:

The Department of [Name] requests that you review and approve our Additional Notice Plan for giving Notice of Intent to Adopt Rules Without a Public Hearing under Minnesota Statutes, section 14.22. The Additional Notice Plan is regarding the Department's proposed rules relating to [description of the subject matter].

Enclosed with this letter are the documents for the Office of Administrative Hearings’ review, as required by Minnesota Rules, part 1400.2060, subpart 2, item B:

(1) The proposed rules.

(2) [A draft of] the Statement of Need and Reasonableness under part 1400.2070, containing our proposed Additional Notice Plan. Our Additional Notice Plan is described on page [#].

(3) The proposed Notice of Intent to Adopt Rules Without a Public Hearing under part 1400.2080.

Part 1400.2060, subpart 2, item B, also requires an explanation of why we believe our Additional Notice Plan complies with Minnesota Statutes, section 14.22, i.e., why our Additional Notice Plan constitutes reasonable efforts to notify persons or classes of persons who might be significantly affected by the rules. We believe our Additional Notice Plan complies with the statute because [give reasons].

Please call me at [phone number] if you have any questions.

Yours very truly,

[Name]
[Title]