State of Minnesota logo

[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 Repeal of Obsolete Rules of the Department of [Name] [about/Governing/for] [Topic]; Request for Review and Approval of Notice Plan; Revisor’s ID Number [Number]

Dear Chief Judge Starr:

The Department of [Name] requests that you review and approve our Notice Plan for giving notice of the repeal of obsolete rule(s) [Rule] under Minnesota Statutes 14.3895 subd. 2. This obsolete rule pertains to [description of the subject matter].

Enclosed are the following:

(1) The proposed obsolete rule(s) to be repealed, certified by the Revisor;

(2) Our proposed Notice of Intent to Repeal Rules;

(3) Our Obsolete Rules Report dated [date] that identified the rules as obsolete, unnecessary or duplicative.

(4) Our explanation of why the Department believes the Notice Plan complies with Minnesota Statutes, section 14.3895, subdivision 2. [For obsolete rules explain as part of letter].

(5) Our Obsolete Rules Report dated [date] that identified the rules as obsolete, unnecessary or duplicative.

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]

[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.]