

[date]

The Honorable [Name]

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]; Cancellation of Hearing; OAH Docket No. [Number]; Revisor’s ID Number [number]

Dear Judge [Name]:

This letter confirms our telephone conversation of [date], in which I notified you that the Department of [Name] is canceling the public hearing for the rules scheduled for [hearing date].

The deadline for requests for a public hearing in this matter was [day], [date]. As of that date, the Department of [Name] had received [#] requests for a public hearing, [## of whom subsequently withdrew their requests]. The Department is canceling the hearing because there are fewer than 25 [outstanding] hearing requests.

The Department will, instead, adopt the rules without a hearing and then submit the necessary documents for review by your office. These documents, along with documents we have already filed to initiate giving the Dual Notice, will serve as the documents required for review of the rules under OAH Rules, part 1400.2310.

If there are any questions or concerns, please contact me at [phone number].

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.]