

[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]; Submission to the Chief Administrative Law Judge for Review of Changes Necessary for Approval; OAH Docket No. [Number]; Revisor’s ID Number [Number]

Dear Chief Judge Starr:

Administrative Law Judge [name] heard this matter on [month] [date], [year]. Judge [name] and you disapproved the rules in your Reports dated [month] [date], [year], and [month] [date], [year], respectively.

The Department has [made the changes that you indicated were necessary for approval/withdrawn the portions of the rules that caused the disapproval]. With this letter, the Department requests that you please review and approve the changed rules under Minnesota Rules, part 1400.2240, subpart 4. Enclosed is a copy of the rules, as changed, for your approval.

[Or possibly: The Department requests that you reconsider the disapproval for the following reasons: (give reasons).]

If you have questions about the enclosed documents or if you wish to discuss these rules with me, please contact me at [phone number]. After you complete your review, please send any correspondence regarding the rules to me at the following address:

[Name]

Minnesota Department of [Name]

[Address]

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.]