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 Exempt Rules of the Department of [Name] [about/Governing] [Topic], Request for Review and Approval of [Exempt Rules Under Minnesota Statutes, Section 14.386] [OR] [Good Cause Exempt Rules Under Minnesota Statutes, Section 14.388]; Revisor’s ID Number [number]

Dear Chief Judge Starr:

The Minnesota Department of [Name] proposes to adopt the above-named exempt rules governing [topic]. The Department requests that the Office of Administrative Hearings review and approve the rules under Minnesota Statutes, section [14.386 OR 14.388].

Enclosed for your review are the documents required by OAH Rules, part 1400.2400, subpart 2:

(1) The rules with Revisor’s approval.

(2) A proposed Order Adopting Rules.

(3) Certificate of Mailing and Certificate of Accuracy of the Mailing List [For the letter author: This is Optional-Not required by subpart 2, but the ALJ might require it as “any other information required by law or rule” as proof of giving notice.]

If you have questions about the enclosed documents or the proposed exempt rules, please contact me at [phone].

After completing your review, please send any correspondence 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.]