

[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/for] [Topic]; Request to Schedule a Rules Hearing [and Request to Review Additional Notice Plan]; OAH Docket No. [Number]; Revisor’s ID Number [Number]

Dear Chief Judge Starr:

The Minnesota Department of [Name] requests that you please schedule a rules hearing under Minnesota Statutes, sections 14.131 to 14.20, and assign an Administrative Law Judge. The hearing is for the Department’s proposed rules about [description of the subject matter]. We request that the judge conduct the hearing on [day], [month] [date], [year], beginning at [time], in [room], [building], [address], [city], Minnesota [zip].

Enclosed are the documents for the Administrative Law Judge’s review, as required by Minnesota Rules, part 1400.2080, subpart 5:

1) The [Dual] Notice [of Hearing] proposed to be issued. [If appropriate, add: If the Department receives fewer than 25 requests for a hearing in response to the Dual Notice, the hearing will be canceled. We will notify you if this occurs.]

2) A copy of the proposed rules, with a certificate of approval as to form by the Revisor of Statutes attached.

3) [A draft of] the Statement of Need and Reasonableness.

The Department also requests that you approve our Additional Notice Plan. The documents required for your review by Minnesota Rules, part 1400.2060, include the three documents listed above for requesting a rules hearing. We are also providing you below with our explanation of why we believe our Additional Notice Plan reflects reasonable efforts to notify persons or classes of persons who might be significantly affected by the rules in accordance with Minnesota Statutes, section 14.14, subdivision 1a.

Our Additional Notice Plan is described on page [#] of the Statement of Need and Reasonableness. 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]