

[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]

Senator [Name], Chair

Senator [Name], Ranking [Minority Party]

Senate [Committee] Committee

Senator [Name], Chair

Senator [Name], Ranking [Minority Party Member]

Senate [Committee] Budget Committee

Representative [Name], Chair

Representative [Name], Ranking [Minority Party]

House [Committee] Committee

Representative [Name], Chair

Representative [Name], Ranking [Minority Party Member]

House [Committee] Budget Committee

[If rulemaking authority effective within last two years, include also:]

Senator [Name]

Representative [Name]

Chief Authors of Minnesota Statutes, section [section]

**Re: In The Matter of the Proposed Repeal of Obsolete Rules of the Department of [Name] [about/Governing] [Topic]; Revisor’s ID Number [number]**

Dear Legislators:

Executive Summary: the Department of [name] intends to adopt [rules] [rule amendments] that [describe what the rules regulate and why they are obsolete. [Practice tip: Copy the description used in the obsolete rules report and insert it here.]]. If 25 or more people submit a written request, the agency will have to meet the requirements of sections 14.131 to 14.20 for rules adopted after a hearing or the requirements of sections 14.22 to 14.28 for rules adopted without a hearing, including the preparation of a statement of need and reasonableness and the opportunity for a hearing. [Either enclose a copy of the rule proposed for repeal or provide an easily readable and understandable description of the nature and effect of the proposed rule repeal and a statement that a free copy is available from the agency upon request.] [Note: In the executive summary you might want to give a two- or three-paragraph executive summary of your rules and the main problems or issues that the rules address. In Minnesota Laws 2001, chapter 106 added another notice requirement that requires “an easily readable and understandable description of the nature and effect of the rules.” Representative Fran Bradley, the legislative author of this phrase, has said he wants a plain-language summary or executive summary of the rules before he reviews the notice, rules, and SONAR.]

Minnesota Statutes, section 14.3895 subdivision 3, states:

The agency shall also mail the notice to persons who have registered with the agency to receive mailed notices and to the chairs and ranking minority party members of the legislative policy and budget committees with jurisdiction over the subject matter of the proposed rule to be repealed.

We plan to publish a Notice of Intent to Repeal Obsolete Rules in the [Date] State Register and are now mailing the Notice under Minnesota Statutes, section 14.3895, subdivision. 3.

As required by section 14.3895, subdivision 3, the Department is sending you a copy of the notice. [For your information, we are also enclosing a copy of the proposed rules.] [Practice tip: Check with each individual legislator as to whether he or she wishes to be contacted by postal mail or email.]

If you have any questions about these rules, please contact me at [phone].

Yours very truly,

[Name]

[Title]

Enclosures: Notice of Intent to Repeal Obsolete Rules

[Proposed Obsolete Rules to be repealed]