

[For the letter author: This letter should be dated the same as or earlier than the date that you mailed the Notice. 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]

Legislative Reference Library

645 State Office Building

100 Rev. Dr. Martin Luther King Jr. Blvd.

St. Paul, Minnesota 55155

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

Dear Librarian:

The Minnesota Department of [Name] intends to adopt rules [about/relating to/governing] [topic]. We plan to publish a [Dual] Notice [of Hearing] [of Intent to Adopt Rules without a Public Hearing] in the [Date] State Register.

The Department has prepared a Statement of Need and Reasonableness. As required by Minnesota Statutes, sections 14.131 and 14.23, the Department is sending the Library an electronic copy of the Statement of Need and Reasonableness at the same time we are mailing our Notice of Intent to Adopt Rules.

If you have questions, please contact me at [phone number].

Yours very truly,

[Name]

[Title]

Enclosure: Statement of Need and Reasonableness