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 Request for Comments of the Department of [Name] [about/Governing] [Topic]; Request for Review and Approval of Additional Notice Plan; Revisor’s ID Number [Number]

Dear Chief Judge Starr:

The Department of [Name] requests that you please review and approve our Additional Notice Plan for our Request for Comments under Minnesota Statutes, section 14.101. The Request for Comments is for the Department’s planned rules relating to [description of the subject matter].

Enclosed for your review is the proposed Request for Comments on the planned rules as required by Minnesota Rules, part 1400.2060, subpart 2, item A.

Part 1400.2060, subpart 2, item A, also requires that we describe our proposed Additional Notice Plan and (2) and explain why we believe our Additional Notice Plan complies with Minnesota Statutes, section 14.101, i.e., why our Additional Notice Plan constitutes good faith efforts to seek information by other methods designed to reach persons or classes of persons who might be significantly affected by the proposal.

Our proposed Additional Notice Plan consists of [describe the Additional Notice Plan].

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]

[For the letter author: See section 2.6 of the Manual for suggestions about additional notice plans. 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.]