**[Revised in 2018]**

**Minnesota Department of [Name]**

**NOTICE OF HEARING TO THOSE WHO REQUESTED A HEARING**

**Proposed [Amendment to] [Repeal of] Rules Governing [Topic], Minnesota Rules, [citation]; Revisor’s ID Number [number], OAH docket number [number]**

**To persons who requested a hearing.** In accordance with Minnesota Statutes, section 14.25, subdivision 1, the Department is sending this Notice to all persons who requested a hearing.

**There will be a hearing.** **[Revised in 2018]** In the [month] [date], [year], State Register, on pages [page] to [page], the Department of [Name] published a Notice of Intent to Adopt Rules relating to [topic]. The Notice stated that the Department would hold a hearing on the proposed rules if 25 or more persons submitted written requests. We have received a sufficient number of requests for a hearing. The hearing will be conducted as stated in the State Register in [room] of the [building] located at [address] in [city], starting at [time] on [day], [month] [date], [year] [continuing until the hearing is completed] OR [until [time hearing ends]].

**Administrative Law Judge.** Administrative Law Judge [judge’s name] will conduct the hearing. The judge can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, by telephone by calling Legal Assistant Ian Lewenstein **at (**651) 361-7857, or by email toian.lewenstein@state.mn.us**,**  and FAX (651) 361-7936.You should direct questions concerning the rule hearing procedure to the administrative law judge.

**Agency Contact Person.** The agency contact person is: [name] at [agency, address, phone, fax, and email (fax # and email address are optional)]. You should direct questions or comments about the rules to the agency contact person. A copy of the Notice of Intent to Adopt Rules, as published in the State Register on [month] [date], [year], is available upon request from the agency contact person.

Date [Name]

 [Title]

- [This may be signed by the Commissioner, the Division Director, or even the Rule Writer.]