[Dates, names, and other information should be changed to reflect your agency’s submission. Replace “Agency” with “Department/Board/Bureau/Commission” as applicable.]

[Agency Logo]

**VIA EFILING**
[date]
The Honorable Chief Judge [Name]
Administrative Law Judge
Office of Administrative Hearings

**In the Matter of the Proposed [Permanent] Rules Relating to [Topic]; Submission to the Chief Administrative Law Judge for Review of Changes Necessary for Approval; Revisor’s ID No. [number]; OAH Docket No. [number]**

Dear Chief Judge [Name]:

On [date], Judge [Name] issued an Order on Review of Rules; in [his/her] order, [he/she] found [number] defects, disapproving [number] proposed rule changes. On [date], you affirmed Judge [Name]’s findings.

The [agency name] respectfully submits proposed modifications to correct the cited defects. The [Department/Agency/Board] finds that the modifications do not make the rule substantially different and are needed and reasonable. Attached to this letter, we submit the following documents in accordance with Minnesota Rules, part 1400.2300, subparts 8 and 8a [update citations according to rule procedure]:

1. The rule as initially proposed.
2. The rule with our proposed changes; [possibly: the changes are other than those recommended by Judge [Name]].
3. The amended Order Adopting Rules, including an explanation of the changes, why they correct the defects, and why they do not result in a substantially different rule.

[Or possibly: The [Department/Agency/Board] requests that you reconsider the disapproval for the following reasons: (give reasons).]

If you have any questions or concerns, please contact me at [email address/phone].

Sincerely,

[Name]

[Title]