[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 Judge [Name]  
Administrative Law Judge  
Office of Administrative Hearings

**In the Matter of the Proposed Exempt Rules Relating to [Topic]; Request for Review and Approval of [Exempt Rules Under Minnesota Statutes, Section 14.386] [OR] [Good Cause Exempt Rules Under Minnesota Statutes, Section 14.388]; Revisor’s ID No. [number]; OAH Docket No. [number]**

Dear Judge [Name]:

The Minnesota [agency name] proposes to adopt exempt rules relating to [topic]. The [Department/Agency/Board] requests that the Office of Administrative Hearings review and approve the rules under Minnesota Statutes, section 14.386 [or 14.388].

Enclosed for your review are the documents required by Minnesota Rules, part 1400.2400, subpart 2:

1. The rules with the revisor’s approval.
2. A proposed Order Adopting Rules.
3. [For 14.388] A copy of the Notice required under Minnesota Statutes, section 14.388, subdivision 2; a Certificate of Mailing; and a Certificate of Accuracy of the Mailing List.

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

Sincerely,

[Name]  
[Title]