[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 Expedited Rules Relating to [Topic]; Request for Review and Approval; Revisor’s ID Number [number]; OAH Docket No. [Number]**

Dear Judge [Name]:

The Minnesota [agency name] proposes to adopt expedited rules relating to [topic]. The [Department/Agency/Board] has the authority for the expedited rules under [cite to statute or session law]. This letter requests that the Office of Administrative Hearings review and approve these rules under Minnesota Statutes, section 14.389.

Enclosed are the documents required under Minnesota Rules, part 1400.2410, subpart 2, items A to K. Paragraphs A to K of this letter are keyed to items A to K of part 1400.2410. Unless otherwise stated, the document is enclosed.

1. Enclosed: the proposed rules, including the Revisor’s approval.
2. Enclosed: the Notice of Intent to Adopt Expedited Rules as mailed and published in the *State Register* on [date].
3. Enclosed: the Certificate of Mailing the Notice of Intent to Adopt Expedited Rules and the Certificate of Accuracy of the Mailing List.
4. Enclosed: the Certificate of Additional Notice [or a copy of the transmittal letter].

[Or possibly] Not enclosed: the Certificate of Additional Notice because no additional notice was given.

1. Enclosed: all written comments and submissions on the proposed rules. [State how many comments or submissions you received. However, if you received no requests, submissions, or comments state so] Not enclosed: written comments and submissions on the proposed rules because we received no written comments or submissions.
2. Not enclosed: the Notice of Withdrawal of Hearing Requests and related documents because no hearing requests were received [or withdrawn].

[Or] Enclosed: the Notice of Withdrawal of Hearing Requests, evidence we sent notice of withdrawal to all persons who requested a hearing, and any responsive comments received.

1. Enclosed: a copy of the adopted rules dated [date], with modifications [or without modifications].
2. Not enclosed: a Notice of Adopting Substantially Different Rules because the [Department/Agency/Board] did not adopt substantially different rules.

[Or] Enclosed: a copy of the Notice of Adopting Substantially Different Rules that we sent to persons who commented during the comment period and evidence that we sent the notice to these persons.

1. Enclosed: the unsigned Order Adopting Rules that complies with Minnesota Rules, part 1400.2090.
2. Not enclosed: a Notice of Submission of Rules to the Office of Administrative Hearings and related documents because no one requested to be notified of the submission.

[Or rarely] Enclosed: the Notice of Submission of Rules to the Office of Administrative Hearings and a copy of the transmittal letter or Certificate of Mailing the Notice of Submission of Rules to the Office of Administrative Hearings.

1. Enclosed: any other document or evidence to show compliance with any other law or rule that the [Department/Agency/Board] must follow in adopting the rules [if submitted, replace this item with K1, K2, etc. and list document].

[Or] Not enclosed: any other document or evidence because the [Department/Agency/Board] isn’t required to submit any other document or evidence.

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

Sincerely,

[Name]  
[Title]