[Dates, names, and other information should be changed to reflect your agency’s submission.]

**VIA EMAIL**Date

Legislative Reference Library

sonars@lrl.leg.mn

**In the Matter of the Proposed [Permanent] Rules Relating to [Topic]; Revisor’s ID Number [number]**

Dear Legislative Reference Library:

The Minnesota [agency name] intends to adopt rules relating to [topic]. We plan to publish a [Dual Notice] [Notice of Hearing] [Notice of Intent to Adopt Rules without a Public Hearing] in the [date], *State Register*.

We have prepared a Statement of Need and Reasonableness. As required under Minnesota Statutes, sections 14.131 and 14.23, we are sending the library an electronic copy of the Statement of Need and Reasonableness at the same time that we are sending our Notice of Intent to Adopt Rules.

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

Sincerely,

[Name]  
[Title]

**Enclosure:** Statement of Need and Reasonableness