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

**VIA EMAIL**
[Date]

[EBO Name]
Executive Budget Officer
Minnesota Management and Budget

**In the Matter of the Proposed [Permanent] Rules Relating to [Topic]; Revisor’s ID Number [number]; [OAH Docket No. [Number]]**

Dear [EBO Name]:

Minnesota Statutes, section 14.131, requires that an agency engaged in rulemaking consult with the commissioner of Minnesota Management and Budget “to help evaluate the fiscal impact and fiscal benefits of the proposed rule on units of local government.”

Enclosed for your review are copies of the following documents on proposed rules relating to [topic]:

1. The Governor’s Office Proposed Rule and SONAR Form, signed by Commissioner [Name].
2. The [date] Revisor’s draft of the proposed rule.
3. The [date] SONAR draft.

I am also sending copies of these documents to the Governor’s Office today.

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

Sincerely,

[Name]
[Title]