[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 [Permanent] Rules Relating to [Topic]; Request for Review and Approval of Additional Notice Plan; Revisor’s ID Number [number]; OAH Docket No. [Number]**

Dear Judge [Name]:

The [agency name] requests that you review and approve our Additional Notice Plan for giving Notice of Intent to Adopt Rules Without a Public Hearing under Minnesota Statutes, section 14.22. The Additional Notice Plan is on the [Department/Agency/Board]’s proposed rules relating to [topic].

Enclosed with this letter are the documents for your review, as required by Minnesota Rules, part 1400.2060, subpart 2, item B:

1. The proposed rules.
2. A draft of the Statement of Need and Reasonableness under part 1400.2070, containing our proposed Additional Notice Plan. Our Additional Notice Plan is described on page [#].
3. The proposed Notice of Intent to Adopt Rules Without a Public Hearing under part 1400.2080.

Part 1400.2060, subpart 2, item B, also requires an explanation of why we believe our Additional Notice Plan constitutes reasonable efforts to notify persons or classes of persons who might be significantly affected by the rules. We believe that our Additional Notice Plan complies with the statute because [give reasons].

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

Sincerely,

[Name]  
[Title]