[Dates, names, and other information should be changed to reflect your agency’s submission. Replace “Agency” with “Department/Board/Bureau/Commission” as applicable.]

# Notice of Withdrawal of Hearing Requests

**Minnesota [Agency Name]**

**Proposed [Amendment to] [Repeal of] Rules Relating to [Topic], Minnesota Rules, [citation]; Revisor’s ID No. [number]; OAH Docket No. [number]**

**To people who requested a hearing.** In accordance with Minnesota Statutes, section 14.25, subdivision 2, the [Department/Agency/Board] is sending this notice to all people who requested a hearing because (1) there were withdrawals of hearing requests, (2) the withdrawals reduced the number of hearing requests below 25, and (3) the [Department/Agency/Board] has taken actions to obtain the withdrawals.

**There will be no hearing.** On [date], in the *State Register*, on pages [#] to [#], the [Agency Name] published a Notice of Intent to Adopt Rules relating to [topic]. The Notice stated that a hearing would be held on the proposed rules if 25 or more people submitted written requests for a hearing unless a sufficient number withdrew their requests in writing.

In response to the Notice, the [Department/Agency/Board] received [#] hearing requests, but [#] hearing requests were subsequently withdrawn. Consequently, there will be no hearing because there are fewer than 25 outstanding hearing requests.

The [Department/Agency/Board] will adopt the rules without a hearing and then submit the rules and other required documents to the Office of Administrative Hearings for review. The [Department/Agency/Board] will consider all written comments when it adopts the rules.

**Withdrawal of hearing requests.** The hearing requests were withdrawn because [explain why].**\***

**Comments relating to the withdrawals.** If you have comments or questions relating to the withdrawals, please contact [name, address, phone, and email] **within five working days**. This notice and all written comments that the [Department/Agency/Board] receives become part of the rulemaking record, which an administrative law judge will review.

[Name]

[Title]

[This may be signed by the Commissioner, the Division Director, or the Rule Writer.]

**\***Section 14.25, subdivision 2, requires that this Notice explain why the requests were withdrawn, including a description of any actions the department has taken or will take that affected or may have affected the decision to withdraw the hearing requests. If there are several withdrawals for the same reason, you might want to explain this only once.