[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 to Schedule a Rules Hearing [and Request to Review Additional Notice Plan]; Revisor’s ID Number [number]; OAH Docket No. [Number]**

Dear Judge [Name]:

The Minnesota [agency name] requests that you please schedule a hearing under Minnesota Statutes, sections 14.131 to 14.20. The hearing is for the [Department/Agency/Board]’s proposed rules on [topic]. The [Department/Agency/Board] requests that you conduct the hearing on [day], [month] [date], [year], beginning at [time], via [videoconferencing platform].

Enclosed for your review are the documents required under Minnesota Rules, part 1400.2080, subpart 5:

1. The Notice of Hearing [or Dual Notice] proposed to be issued. [If Dual Notice, add: If the [Department/Agency/Board] receives fewer than 25 requests for a hearing in response to the Dual Notice, the hearing will be canceled. The [Department/Agency/Board] will notify you if the hearing is canceled.]
2. A copy of the proposed rules, with a certificate of approval as to form by the Revisor.
3. A draft of the Statement of Need and Reasonableness.

The [Department/Agency/Board] also requests that you approve the Additional Notice Plan. The documents required for your review under Minnesota Rules, part 1400.2060, include the Notice of Hearing, proposed rules, and draft of the Statement of Need and Reasonableness.

The [Department/Agency/Board]’s Additional Notice Plan is described on page [#] of the Statement of Need and Reasonableness. The Additional Notice Plan complies with Minnesota Statutes, section 14.14, subdivision 1a, because [give reasons].

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

Sincerely,

[Name]  
[Title]