[Dates, names, and other information should be changed to reflect your agency’s submission. Replace “Agency” with “Department/Board/Bureau/Commission” as applicable. For the letter author: See section 2.6 of the Manual for suggestions about additional notice plans.]

[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 please review and approve our Additional Notice Plan for our Request for Comments under Minnesota Statutes, section 14.101. The Request for Comments is for the [Department/Agency/Board]’s planned rules relating to [description of the subject matter].

Enclosed for your review is the proposed Request for Comments on the planned rules as required by Minnesota Rules, part 1400.2060, subpart 2, item A.

Part 1400.2060, subpart 2, item A, also requires that we describe our proposed Additional Notice Plan and explain why we believe our Additional Notice Plan constitutes good-faith efforts to seek information by other methods designed to reach persons or classes of persons who might be significantly affected by the proposal.

Our proposed Additional Notice Plan consists of [describe the Additional Notice Plan].

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]