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

[Agency Logo]

[Date]

Senator [Name], Chair  
Senator [Name], Ranking [Minority Party]  
Senate [Committee] Committee

Senator [Name], Chair  
Senator [Name], Ranking [Minority Party Member]  
Senate [Committee] Budget Committee

Representative [Name], Chair  
Representative [Name], Ranking [Minority Party]  
House [Committee] Committee

Representative [Name], Chair  
Representative [Name], Ranking [Minority Party Member]  
House [Committee] Budget Committee

[If rulemaking authority effective within last two years, include also:]

Senator [Name]  
Representative [Name]  
Chief Authors of Minnesota Statutes, section XXX

**In the Matter of the Proposed Repeal of Obsolete Rules Relating to [Topic]; Revisor’s ID Number [number]**

Dear Legislators:

The [agency name] intends to adopt [or repeal] rules that [describe what the rules regulate and why they are obsolete].

We plan to publish a Notice of Intent to Repeal Obsolete Rules in the [date], *State Registe*r and are now sending the Notice under Minnesota Statutes, section 14.3895, subdivision 3.

As required, we are sending you a copy of the Notice and the proposed rules.

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

Sincerely,

[Name]  
[Title]

**Enclosures:**

* Notice of Intent to Repeal Obsolete Rules
* Proposed obsolete rules to be repealed