

(Date of Letter)

Department of  
(Government Department for Office)

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE: Request for Promulgation of Rule

Attn: Office Administrator

Dear Office Administrator:

Recently the undersigned requested the outlining of a special procedure relative to certain conduct within your agency. It is my understanding, as a result of that inquiry, that there is no set method of procedure for the request that I made. Please refer to my correspondence sent to your office on the day of (month/year), and your reply of the day of (month/year).

It is my recommendation that an appropriate rule for a specified procedure, including: (specify procedure which is desired for agency to follow) be promulgated in order for the public to be able to communicate appropriately and effectively with your agency. Since no applicable rule presently exists, it is hereby respectfully requested that your agency immediately promulgate a rule to allow for such procedure as set forth above. Kindly provide the undersigned with a date and time as to when it is intended for your agency to discuss and evaluate the proposed promulgation of the specific rule set forth above.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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