

(Date of Letter)

Secretary
(Secretary of State, Secretary to Governor, etc.)

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE: For Promulgation of Rule

Dear Secretary :

Due to the action recently taken by your office in regard to:

(specific action which has been taken by the officeholder to which the letter is directed), it appears as though a specific set of rules regulating such activity has either not been enforced or do not exist. On behalf of (interested person, group, organization, etc.), the undersigned has been requested to initiate an appropriate course of action for the promulgation of a specific set of rules delineating the proper procedure and/or practice that will need to be implemented in order to protect the general public regarding the matter at hand and in the future.

Please provide the undersigned with the appropriate administrative rules and regulations from your office relative to the promulgation of any rules. If such procedures do not exist, please accept this letter as notice for the promulgation of such rules for the purpose of allowing the public a clear and understood method of proceeding as to the operation of your office. If your office has any questions relative to this matter, do not hesitate to contact the undersigned at the address and/or phone number listed. If your response is not received within days, it will be presumed that there are no set procedures for the promulgation of particular rules and that you have received this correspondence as notice of such promulgation. An appropriate complaint, petition, etc., will be filed in your office requesting that the promulgation of rules be commenced. Thank you for your immediate attention to this matter.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.