

[Date]

**VIA EMAIL: grrc@azdoa.gov**  
[Name of Council Chair], Chair  
Governor's Regulatory Review Council  
100 North 15th Avenue, Suite 305  
Phoenix, Arizona 85007

**RE: [Agency, Citation to Title, Chapter, Article, Five Year Review Report]**

Dear [Name of Council Chair]:

Please find enclosed the Five Year Review Report of [Agency] for [Citation to Title, Chapter, Article] which is due on [due date].

**If applicable:** [Agency] [did not] review the following rules with the intention that those rules expire under A.R.S. 41-1056(J):

**If applicable:** [Agency] [did not] review the following rules because the Council rescheduled the review of an article under A.R.S. 41-1056(H).

[Agency] hereby certifies compliance with A.R.S. 41-1091.

For questions about this report, please contact [specific person who can answer questions about the report] at [phone number] or [email address].

Sincerely,

[Agency head or designate]