

Company Logo

Requestor Name
Title
Address
City, State, Zip
O: XXX-XXX-XXXX
Requestor Email Address

[Insert Date]

Via Email & Fedex Overnight

Ms. Stephanie Garcia Richard
Commissioner of Public Lands
New Mexico State Land Office
P.O. Box 1148
Santa Fe, New Mexico 87504

Attn: Allison Marks, Director of Oil, Gas and Minerals Leasing (amarks@nmslo.gov)
Denise Gallegos, Oil and Gas Lease Manager (dagallegos@nmslo.gov)
Meghan Bransford, Management Analyst (mbransford@nmslo.gov)
Joseph Thompson, Petroleum Specialist (jthompson@nmslo.gov)
OGMDCOMS@nmslo.gov

RE: *Extension by Rework –or Paragraph 15 (Lease) Paragraph 9 (CA)*
[Insert State Communitization Agreement dated _____ for the _____
Well (PUN _____)]

Dear Commissioner Garcia Richard:

[Insert name of operator], is the operator of and working interest owner (“Operator”) in the wellbore of the [Insert Well Name(s)] (API No. _____) (the “_____ Well”), which is currently holding the captioned state communitization agreement by production (“CA”). [Insert Lessees of Record] is the lessee of record of the Lease(s) committed to the CA. The purpose of this letter is to invoke the rework provisions in Paragraph 15 of the Lease(s) and Paragraph 9 of the CA.

Operator obtained production on the _____ Well on _____ [insert last date of production from the well], but it has now since ceased producing due to [insert description of mechanical issues] and requires rework operations. Because production from the _____ Well holds the Lease(s) and CA, Operator respectfully requests to invoke Paragraph 15 of the Lease(s) and Paragraph 9 of the CA, the rework provisions, to extend the Lease(s) and CA during rework operations. Per the provision, Operator understands that such operations must be diligently prosecuted in good faith with no cessation of more than twenty (20) consecutive days, and we shall provide operational updates on the rework operations every thirty (30) days until either production on the _____ Well is established and continuous.

Checks in the amount of \$500.00 each for the administrative fee associated with invoking the rework provisions in the Lease(s) and CA has been included with this letter.

Commissioner Garcia Richard

[Insert Date]

Page 2

Operator is available to discuss this matter further in person or otherwise. Please do not hesitate to reach out with any questions.

Very truly,

[Insert Name of Requestor]

[Title]

Encls. Exhibit "A" List of Well, CA and Leases committed to CA

1 x \$500 Administrative fee check for Lease

1 x \$500 Administrative fee check for CA

xc: *[Copy letter should be sent to lessees of record]*

Exhibit “A”

WELL NAME	API	PRODUCING FROM OGL(s)	SHUT-IN DATE

COMMUNITIZATION AGREEMENT NAME	PUN; EFFECTIVE DATE	NMSLO OGL(s) IN CA	LEGAL DESCRIPTION
			(Use the same description as listed on the NMSLO Portal)

NMSLO OGL NUMBER	ISSUE DATE	LEGAL DESCRIPTION	LESSEE OF RECORD
		<p>(Use the Section, Township, Range, Quarter/Quarter description.)</p> <p>For example: T25S, R25E, SEC 16, NWNW, SWSE, E2</p>	