

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)

**RE:   *Extension by Rework –or Paragraph 15  
Pertaining to [WELL NAME plus API No.] and NM State Oil & Gas Lease XX-XXXX-XXXX***

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 oil and gas lease by production (“Lease”). [Insert Lessees of Record] is the lessee of record of the Lease(s). The purpose of this letter is to invoke the rework provision in Paragraph 15 of the Lease(s).

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), Operator respectfully requests to invoke Paragraph 15 of the Lease(s), the rework provision, to extend the Lease(s) 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.

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

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

Commissioner Garcia Richard

[Insert Date]

Page 2

Very truly,

*[Insert Name of Requestor]*

*[Title]*

Encls. Exhibit "A" List of Well, and Leases

1 x \$500 Administrative fee check for Lease

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
		(Use the Section, Township, Range, Quarter/Quarter description.)  For example: T25S, R25E, SEC 16, NWNW, SWSE, E2	