

Company Logo

Requestor Name

Title

Address

City, State, Zip

O: XXX_XXX-XXXX

Requestor Email Address

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)
Joseph Thompson, Petroleum Specialist (jthompson@nmslo.gov)
OGMDCOMS@nmslo.gov

RE: *Suspension of Production Request PERTAINING TO COMMUNITIZATION AGREEMENT to Protect Air Quality*; NAME OF COMM AGREEMENT AND PUN

Dear Commissioner Garcia Richard:

On _____, 202X, [*Name of Operator*], (“NOO”), operator of the [*Well Name*] (*API 30-xxx-xxxxx*), (“Well”), owner of working interest in the New Mexico State Communitization Agreement (“CAs”) [*Name of Comm Agreement*] – *PUN XXXXXXXX* dated effective _____, XXXX and producing from New Mexico State Land Office Oil and Gas Leases *XX-XXXX-XXXX* (“Lease”) shut-in the Well which is holding the CA, Well, CA and Lease are listed on Exhibit “A” attached hereto, due to [*insert brief reason why the well is shut-in such as line rupture, force majeure, etc*]. The Well must continue to be shut in while the [*insert operations to be performed to return to production*] to return the Well to production. {*if other wells are producing from the Lease, include “Other wells are actively producing from XX-XXXX-XXXX Lease.” If the down well is last on Lease, you will need to use the template that includes CA and Lease.*}. Please find attached as Exhibit B notice from [*insert name of offtake/midstream provider*] notifying us of the event.

The Commissioner of Public Lands has the discretion to grant a suspension of production under the terms of the lease or agreement if compliance with the terms of the lease or agreement will result in waste or harm to the environment unless the leases or agreements are temporarily suspended. The Commissioner, in her discretion may grant such period of time which is sufficient to permit the suspension of the leases or agreements based on the particular circumstances of the leases or agreements. In this case, [*Operator*] must keep the well shut-in [*insert operations to be performed*] and not degrade air quality on State Trust Lands caused by flared gas or other emissions and continued compliance with New Mexico’s “No Flare” Rule (19.15.27 NMAC) and

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therefore, the protection of air quality justifies the Commissioner granting this request under her discretionary authority.

Therefore, as a result of the Well being shut-in, *[Operator]* respectfully requests the Commissioner grant an extension of the CA since the cessation of production is expected to exceed 60 days as provided under the terms of the CA. *[Operator]* requests a 120-day extension to ensure that The Well is protected adequately during this repair.

A check in the amount of \$500.00, which reflects the administrative fee for the extension of the CA is included with this request. *[Operator]* is available to discuss this matter further in person or otherwise. Please do not hesitate to reach out with any questions.

Very truly,

Name of Requestor
Title

Encls. Exhibit "A" List of Well, CA and Lease
Exhibit "B" Notice *[Email or letter]* from *[midstream operator]*
1 x \$500 Administrative Fee

xc: *[Name of Lessee if not the Operator]* – Lessee of Record – XX-XXXX-XXXX

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Date

Exhibit "A"
Well, CA, Lease

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	