

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)
Meghan Bransford, Management Analyst (mbransford@nmslo.gov)
OGMDCOMS@nmslo.gov

RE: *Suspension of Production Request PERTAINING TO COMMUNITIZATION AGREEMENT and NEW MEXICO OIL AND GAS LEASE to Protect Air Quality; [Well Name] – NMSLO OIL & GAS LEASE XX-XXXX-XXXX; [Communitization Agreement Name] – PUN XXXXXXXX*

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 (“CA”) [Comm Agreement Name and PUN] dated effective XX/XX/XXXX and producing from New Mexico State Land Office Oil and Gas Lease XX-XXXX-XXXX (“Lease”) shut-in the Well which is holding the CA and Lease, Well, CA and Lease are listed on Exhibit “A” attached hereto, due to [insert brief description why the well is shut-in such as line break, 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. 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 therefore, the protection of air quality justifies the Commissioner granting this request under her discretionary authority.

Commissioner of Public Lands

Name of Well, CA, Lease

Date

Therefore, as a result of the Well being shut-in, [*Operator*] respectfully requests the Commissioner grant an extension of the Lease 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.

Two checks in the amount of \$500.00 each, which reflect the administrative fees for the extension of the CA and Lease are 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

2 x \$500 Administrative Fee

Exhibit "B" Notice [*email or letter*] from [*midstream provider*]

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

Commissioner of Public Lands
Name of Well, CA, Lease
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
If none, write N/A			(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	