

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

RE: Request for Extension of the State Lease(s) XX-XXXX-XXXX

Dear Commissioner Garcia Richard:

[*Requesting Entity*], Lessee of Record under the captioned State of New Mexico Oil and Gas Lease XX-XXXX-XXXX, respectfully requests permission to conduct drilling operations across the expiration date pursuant to paragraph 14 of said lease. Drilling of the [*Well Name*] (*API 30-xxx-xxxx*), ("Well") is scheduled to commence on or before [Date] with a rig capable of reaching total depth. The well(s) and Lease(s) are listed on Exhibit "A" attached hereto.

The Commissioner of Public Lands has the discretion to grant an extension of the primary term pursuant to Paragraph 14 of the State Lease.

A report of the status of all such operations shall be made by [*Name of Operator*] to the State Land Office every thirty days in accordance with Paragraph 14 of the State Lease. No cessation of activity may occur for more than 20 days during any 30 day reporting period.

A check in the amount of \$500.00, which reflects the administrative fee for the extension of the Lease 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.

With gratitude,

Name of Requestor
Title

Encls. Exhibit "A" List of Well and Lease
1 x \$500 Administrative Fee

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

Commissioner of Public Lands

Name of Lessee

Date

Exhibit "A"
Well and Lease

WELL NAME	API

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	