

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: *Suspension of Production Request PERTAINING TO [WELL NAME plus API]
and NM State Oil & Gas Lease XX-XXXX-XXXX to Protect Air Quality;***

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 and producing from New Mexico State Land Office Oil and Gas Lease(s) XX-XXXX-XXXX (“Lease(s)”) shut-in the Well which is holding the Lease, Well, CA (**if the well is part of one**) and Lease are listed on Exhibit “A” attached hereto, due to [insert brief reason why the well is shut-in such as line break or 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.

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. [Operator] requests a 120-day extension to ensure that The Well is protected adequately during this repair.

Commissioner of Public Lands

Name of Well, CA, Lease

Date

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

Exhibit "B" Notice *[email/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)

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