

SAMPLE LETTER

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Field Office  
Street  
City, State, ZIP  
website address

Certified Mail, Return Receipt Requested  
[Company Address]

Date:

Dear [ ]:

An inspection was performed on Federal lease [ ], on 00/00/0000, by [Inspector Name], where the following production discrepancies were found.

Production Month/Year: \_\_\_\_\_

	Barrels of Oil		MCF of Natural Gas	
	Reported	Corrected	Reported	Corrected
Produced				
Sold				
Spilled or Lost				
Used on or for Benefit of Lease				
Injected				
Gas Transferred				
API Gravity/BTU				

[Give description of what was found.]

A modified OGOR(s) for the months listed above must be submitted to the MMS.

If you have any questions, or feel this discrepancy is in error please contact \_\_\_\_\_ at \_\_\_\_\_ .

Sincerely,

Field Manager