

SAMPLE MEMORANDUM

Date:

Memorandum

To: Minerals Management Service
Production Accounting and Verification Services
P. O. Box 17110
Denver, CO 80217-0110

From: Field Manager, (Office)
Bureau of Land Management

Subject: Request for Missing Wells or Oil and Gas Operations Report (OGOR)

The _____ Field Office has determined that an OGOR(s) has not been filed for the following:

BLM Agency Assigned Lease/Agreement Number: _____
Operator Name: _____
Production Month/Year: _____
API Well Number: _____

Please have the operator submit the missing OGOR(s) and notify this office when it has been received. If you have questions concerning the request, please contact _____ at _____.