

[Date]

[Operator/Company Name]

[Address]

[City, State, Zip Code]

RE: Post-Drilling Inventory and Demand for Unpaid Rent/Damages

Lease Reference: [Lease Agreement Number/Description]

Property Description: [Legal Description of Land/Well Name]

To Whom It May Concern,

This letter serves as formal notice regarding the completion of drilling activities on the above-referenced property. As per the terms of our Oil and Gas Lease agreement, I am submitting the following post-drilling inventory and demand for payment.

1. Post-Drilling Inventory and Damage Assessment

Following a site inspection conducted on [Date], the following conditions were noted:

- [List specific damages, e.g., Fencing removed and not replaced]
- [List equipment remaining on site, e.g., Storage tanks, gravel pads]
- [List environmental concerns, e.g., Unfilled pits, soil compaction]

2. Demand for Unpaid Rent and Fees

According to our records, the following payments are currently past due:

- **Surface Use Rent:** \$[Amount] (Period: [Date] to [Date])
- **Damages/Restoration Fees:** \$[Amount]
- **Late Penalties (if applicable):** \$[Amount]

Total Amount Due: \$[Total]

Please remit the total amount due within [Number] days of receipt of this letter. Additionally, please provide a written schedule for the reclamation of the site and the removal of unauthorized equipment as specified in the inventory above.

Failure to settle these outstanding balances or address the site conditions may result in further legal action to enforce the terms of the lease agreement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]