

## Sample Template of Company-to-Company Notification

*(use for most application types except for well spacing applications)*

[Date]

[Offset Company]

[Address]

Attention: [Offset Owner]

Dear [Sir/Madam]:

Application for [type of application]

[List wells or pool]

[Company X] proposes to apply to the Energy Resources Conservation Board (ERCB/Board) for approval to [describe the application]. A copy of the proposed application is enclosed. If you have questions about this application, do not hesitate to contact the undersigned at [telephone number]. If you have any concerns respecting the potential for the application to affect your interest, send a letter to me by fax to [facsimile number], by mail to the letterhead address, or by e-mail to [e-mail address] stating your concerns.

If you do not respond to this letter on or before [date—at least 15 working days from the date of this letter], we will assume that you have no objections to the proposed application and the ERCB will process the application without further contact with you.

The ERCB application process is a public process, and all documents filed with the ERCB will be placed on the public record unless otherwise authorized by the Board in accordance with Section 12 of the *Energy Resources Conservation Board Rules of Practice, Energy Resources Conservation Act*.

Yours truly,

[Company]