

(Transmittal Memorandum Examples)

Field Office Letterhead

In Reply Refer To:
3809 (Office Code)
Case File Number

Memorandum

To: Lucas Lucero, Deputy State Director
Lands, Minerals and Energy Division

From: *(Authorized Officer)*

Subject: *(Type of Financial Guarantee; Release of Bond..., etc.)*

Type of financial Guarantee:

Individual _____

Statewide _____

Nationwide _____

After review of the 43 CFR 3809 actions proposed, we have determined that a financial guarantee in the amount of \$**XX.XX** is required to meet the requirements of 43 CFR 3809. In response to this determination, the operator for the proposed action has provided the following documents that are being forwarded for AZ9200 for adjudication. Please find included the following documents:

Include here an itemized list of the documents included in the transmittal.

The review of these documents constitutes the final step in our approval of the subject 43 CFR 3809 action. Once AZ9200 determines that the financial documents are acceptable, please provide written notification to the claimant/operator and send a copy to this office. If AZ9200 does not find the submitted financial documents acceptable or if further information is required, AZ9200 should contact the operator directly at:

Name, address and phone number here

If AZ9200 is unable to obtain an acceptable financial guarantee, please provide the operator a formal decision to that effect with a copy to this office. If you have any questions concerning this memo, please contact **Name, Phone.**

(Example 2)

(Operator) has completed his/her/its Notice as acknowledged, including reclamation as described in their notice AZA-. Reclamation has been completed in accordance with their notice and 43 CFR 3809.420. I therefore recommend that their final guarantee be released in accordance with § 3809.590. (Bond # AZB...)

If you have any questions concerning this memo, please contact **Name, Phone.**