

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of Oil Spill Incident

We acknowledge the report regarding the oil spill incident that occurred on [Date of Incident] at [Location]. We understand the significance and impact this event has had on the environment and local communities.

We want to assure you that our team is actively investigating the situation and has initiated the necessary response protocols to mitigate the effects of the spill. Measures being taken include [briefly outline response actions, e.g., cleanup efforts, assessments, communication with local authorities, etc.].

We are committed to maintaining transparency throughout this process and will keep all stakeholders informed of developments as they arise. Please feel free to reach out to us at [Contact Information] should you require further information or assistance.

Thank you for your understanding and support as we address this important issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]