

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Subject: Notification of Oil Spill Emergency Response

Dear [Recipient's Name],

We are writing to inform you of an oil spill incident that occurred on [Date of Incident] at [Location of Spill]. Our emergency response team has been activated to address the situation, and we are actively coordinating with local authorities and environmental agencies.

Details of the Incident:

- Date and Time: [Date and Time]
- Location: [Specific Location]
- Estimated Volume of Spill: [Estimated Volume]
- Cause of Spill: [Brief Description of Cause]

Response Actions Initiated:

- Immediate containment measures are being implemented.
- Clean-up operations are underway with the assistance of specialized teams.
- Monitoring of environmental impact is being conducted.

We are committed to minimizing the effects of this incident on the surrounding community and environment. Regular updates will be provided as more information becomes available.

For any questions or further assistance, please contact [Your Contact Information].

Thank you for your understanding and cooperation during this emergency.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]