

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Oil Spill Incident Response

I am writing to address the recent oil spill incident that occurred on [date of incident] at [location]. We recognize the gravity of this situation and are committed to taking immediate and effective action to mitigate its impact.

Our response team has been activated and is currently engaged in the following actions:

1. ****Containment****: We have deployed containment booms to prevent further spread of the spill.
2. ****Assessment****: Environmental assessments are being conducted to evaluate the extent of the spill's impact.
3. ****Cleanup Efforts****: Cleanup operations are underway, with a dedicated team working to remove oil from affected areas.
4. ****Communication****: We are maintaining open lines of communication with local authorities and stakeholders to provide updates on our response efforts.

We take this incident very seriously and are fully committed to restoring the affected environment and supporting the local community. We will provide ongoing updates as our response progresses and further actions are taken.

Thank you for your understanding and support during this critical time. Please feel free to reach out to me directly at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Phone Number]

[Your Email Address]