

[Your Organization's Name]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Oil Spill Response

We wish to inform you that an oil spill has occurred at [Location] on [Date of Spill]. The spill has been assessed to be approximately [volume] in size, and immediate action is being taken to mitigate its impact on the environment and surrounding community.

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

1. Deployment of containment booms and sorbent materials.
2. Coordination with local authorities and environmental agencies.
3. Monitoring of affected wildlife and water quality measures.

We are committed to transparency and will keep you updated on our response efforts. For any inquiries or further information, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization's Name]