

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the recent oil spill incident that occurred on [date of incident] near [location of incident]. As an organization committed to environmental sustainability, we recognize the urgency of an effective response to mitigate the damage caused by this disaster.

We have been actively monitoring the situation and are coordinating with local authorities and response teams. Our efforts include [briefly outline your organization's response actions, such as deploying cleanup crews, providing resources, etc.].

It is crucial that we collaborate with all stakeholders to ensure a swift and comprehensive response. We propose a meeting on [suggest a date] to discuss our strategies and how we can support each other during this challenging time.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]