

[Your Name]  
[Your Position]  
[Environmental Agency Name]  
[Agency Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Oil Spill Incident and Required Actions

We are writing to inform you about the recent oil spill incident that occurred on [Date of Incident] near [Location]. Our agency is taking this matter very seriously and is committed to addressing the environmental impact and ensuring compliance with all regulations.

Preliminary assessments indicate that approximately [Quantity] of oil has been spilled, posing a significant risk to local wildlife and ecosystems. We require your immediate cooperation in the following actions:

1. **\*\*Containment Efforts\*\***: Implement effective containment procedures to prevent further spread of the oil.
2. **\*\*Clean-Up Operations\*\***: Initiate clean-up operations within [Specified Time Frame] and provide a detailed plan to our agency by [Deadline].
3. **\*\*Reporting\*\***: Submit daily reports on the progress of the clean-up efforts and any challenges encountered.

Please be advised that failure to comply with these requirements may result in penalties as outlined under [Applicable Laws/Regulations]. We appreciate your prompt attention to this urgent matter and look forward to your cooperation in restoring the affected area.

Should you have any questions or need further assistance, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

Thank you for your immediate action on this critical issue.

Sincerely,

[Your Name]  
[Your Position]  
[Environmental Agency Name]