

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

Dear [Recipient's Name],

I am writing to sincerely apologize for the recent oil spill that occurred on [date of incident]. This incident has had a significant impact on the environment and the local community, and I deeply regret the distress and disruptions it has caused.

At [Your Company/Organization], we take full responsibility for the spill and understand the severity of the situation. We are actively working to mitigate the effects and clean up the affected area. We have engaged a team of environmental experts and are cooperating with local authorities to ensure that we address the situation comprehensively.

Please rest assured that we are committed to preventing such incidents in the future. We are reviewing our safety protocols and procedures to enhance our operations and protect our environment.

Again, I apologize for the impact this incident has caused and thank you for your understanding. We appreciate your patience as we work through this challenging situation and aim for a positive resolution.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]