

[Your Company Letterhead]

[Date]

[Stakeholder's Name]

[Stakeholder's Address]

[City, State, Zip Code]

Dear [Stakeholder's Name],

Subject: Update on Recent Oil Spill Incident

We are writing to you regarding the unfortunate oil spill that occurred on [date of incident] at [location of incident]. We understand that this situation is significant, and we want to assure you that we are addressing it with the utmost seriousness and urgency.

The spill was the result of [brief explanation of the cause], and upon discovery, we immediately initiated our emergency response protocols. Our dedicated teams have been actively engaged in containment, cleanup, and assessing the environmental impact. We have partnered with [name any external agencies or experts involved] to ensure that the situation is managed effectively.

We are committed to transparency and will keep you updated on our progress. Regular updates will be provided via [method of communication, e.g., email, our website, community meetings]. We also invite you to reach out with any questions or concerns you may have at [contact information].

Thank you for your understanding and support as we navigate this situation. Our priority is to minimize the impact of this incident and to uphold our commitment to environmental stewardship and community safety.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]