

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

Dear [Recipient Name],

Subject: Response to Oil Spill Incident

I am writing to address the recent oil spill incident that occurred on [date of incident] at [location of incident]. We take this matter very seriously and are committed to addressing it promptly and effectively. As of now, we have initiated the following actions to mitigate the impact of the spill:

1. ****Containment Measures:**** [Description of measures taken]
2. ****Clean-Up Operations:**** [Description of clean-up efforts]
3. ****Impact Assessment:**** [Overview of assessment process]

We are fully cooperating with [relevant authorities or agencies] and providing them with all necessary information. Our team is working diligently to ensure the safety of the environment and community.

We understand the concerns this incident may raise and are committed to keeping you informed. We will provide regular updates as further information becomes available.

Thank you for your understanding and support during this time.

Sincerely,

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