

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

Dear [Recipient Name],

Subject: Oil Spill Liability Notification

I am writing to formally address the oil spill incident that occurred on [insert date] at [insert location]. As per the applicable regulations and our understanding of the liability associated with this incident, we wish to outline our position regarding the responsibilities and obligations stemming from it.

Our initial assessment indicates that the spill has caused [briefly describe the impact/environmental damage], which requires immediate remediation. In accordance with [insert relevant regulations or laws], our organization takes full responsibility for the cleanup efforts. We have engaged [insert name of cleaning contractor or agency] to manage the remediation process and minimize the impact on the surrounding environment. We are committed to ensuring that all necessary measures are taken to rectify the situation and prevent future occurrences.

We kindly ask you to provide us with your documentation related to the impacted areas, so we can proceed with the claims process. We are also open to discussing any additional steps needed to resolve this issue effectively and collaboratively.

Thank you for your attention to this matter. Please contact me at [your phone number] or [your email address] to discuss this further.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]