

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Oil Spill Incident

Dear [Recipient Name],

We are writing to inform you of an oil spill incident that occurred on [date of incident] at [location of incident].

Details of the Incident:

- Time of Spill: [Time]
- Volume of Oil Spilled: [Volume in gallons or liters]
- Source of Spill: [Cause or source of the oil spill]
- Affected Areas: [Description of impacted areas and environmental concerns]

Immediate Response Actions Taken:

- Actions implemented: [List actions taken immediately following the spill]
- Containment measures: [Describe any containment measures employed]
- Notification of authorities: [List any regulatory authorities or agencies notified]

We are currently in the process of conducting a thorough assessment of the situation, and we aim to minimize the environmental impact through [remediation actions or plans].

We will keep you informed with updates as the situation develops. Please do not hesitate to contact us at [Your Phone Number] or [Your Email Address] if you require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]