

[Your Name]
[Your Vessel's Name]
[Your Call Sign]
[Date]
[Recipient's Name]
[Recipient's Call Sign]
[Recipient's Location]
Subject: VHF Radio Check-In
Dear [Recipient's Name],
This is [Your Name] aboard [Your Vessel's Name] calling to perform a
routine radio check. I am currently located at [Your Location].
Please respond with your reception quality. Transmission is on [specific
channel/frequency].
Thank you for your assistance.
Best regards,
[Your Name]
[Your Contact Information]
[Your Vessel's Info]