

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

Dear [Recipient Name],

Subject: VHF Radio Emergency Response Protocol

I am writing to bring to your attention the updated protocols regarding emergency responses utilizing VHF radios. As we understand the critical role that effective communication plays in emergency situations, it is essential to ensure that all personnel are well-informed and prepared.

1. **\*\*Equipment Check\*\***: All VHF radios must be tested weekly to confirm operational status.

2. **\*\*Channel Assignments\*\***: Please review the channel assignments for different emergency scenarios and confirm that all team members are familiar with the designated emergency channels.

3. **\*\*Emergency Procedures\*\***: Enclosed are detailed emergency response procedures that should be followed when initiating a distress call via VHF radio.

4. **\*\*Training Sessions\*\***: Scheduled training sessions on VHF radio usage for emergency response will be held on [dates]. Attendance is mandatory for all team members.

5. **\*\*Reporting Incidents\*\***: It is imperative that any use of the VHF radio in an emergency is documented and reported to the designated authority immediately after the event.

Thank you for your attention to this crucial aspect of our emergency response strategy. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Organization]