

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

Subject: VHF Radio Incident Report

Dear [Recipient Name],

I am writing to report an incident involving VHF radio communication that occurred on [Date of Incident] at approximately [Time of Incident].

****Incident Details:****

- ****Location:**** [Specify the location]
- ****Vessel/Station Involved:**** [Name of the vessel/station]
- ****Frequency Used:**** [Frequency]
- ****Description of Incident:**** [Provide a detailed description of the incident, including what occurred, actions taken, and any communication that took place]

****Impact:****

- [Discuss any impact the incident had, such as safety concerns, operational disruptions, etc.]

****Actions Taken:****

- [Outline any immediate actions taken in response to the incident, including notifications to authorities or procedures followed]

****Recommendations:****

- [Include any recommended actions to prevent future incidents or improve communication protocols]

Please feel free to contact me if you require further information or clarification regarding this incident.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]