

[Your Name]
[Your Position]
[Organization/Company Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Organization/Company Name]
[Recipient Address]
[Recipient City, State, Zip Code]
Subject: VHF Radio Log Entry
Dear [Recipient Name],
I am writing to formally submit the VHF radio log entry for [specific date and time]. This entry includes all relevant communications and activities conducted via VHF radio during the specified period.
VHF Radio Log Entry
Date: [Insert date]
Time: [Insert time]
Vessel Name: [Insert vessel name]
VHF Channel Used: [Insert channel]
Summary of Communications:
1. [Time] - [Communication Details: Who was involved, message content, etc.]
2. [Time] - [Communication Details]
3. [Time] - [Communication Details]
Remarks:
[Additional notes or observations regarding the communications]
Thank you for your attention to this matter. Please let me know if you require any further information or clarification.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Organization/Company Name]