

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

Subject: VHF Radio Operational Status

Dear [Recipient Name],

I am writing to inform you about the current operational status of the VHF radio systems used by [Your Organization/Department].

- **\*\*Equipment Model:\*\*** [Model Name/Number]
- **\*\*Serial Number:\*\*** [Serial Number]
- **\*\*Last Maintenance Date:\*\*** [Date]
- **\*\*Operational Status:\*\*** [Operational/Non-Operational]
- **\*\*Issues Reported:\*\*** [Brief description of issues if any]
- **\*\*Next Scheduled Maintenance:\*\*** [Date]

As of [Current Date], the VHF radio system is [operational/non-operational]. [If applicable, provide details of any repairs or maintenance required].

We are committed to ensuring that our communication systems are reliable and effective. Please do not hesitate to contact me if you need further information or assistance regarding this matter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]