

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: VHF Radio Check-in Request

I hope this message finds you well. I am writing to request a check-in on my VHF radio communication equipment. As part of my routine safety measures, I would like to ensure that all equipment is functioning correctly.

Please provide a brief confirmation of our radio check-in at your earliest convenience.

Thank you for your assistance.

Best regards,

[Your Signature (if sending by mail)]

[Your Printed Name]

[Your Call Sign (if applicable)]