

[Your Organization's Letterhead]

[Date]

TO: [Recipient Name]

[Recipient Position]

[Organization/Authority Name]

[Address]

SUBJECT: VHF Radio Operational Letter

Dear [Recipient Name],

1. ****Purpose****

This letter serves to confirm the operational status and procedures for the VHF radio units assigned to [specific operational area or mission].

2. ****Equipment Details****

- Model: [Model Number]
- Serial Number: [Serial Number]
- Frequency Range: [Frequency Range]
- Power Output: [Power Output]

3. ****Operational Procedures****

- Activation Protocol: [Details]
- Communication Protocol: [Details]
- Emergency Procedures: [Details]

4. ****Maintenance Schedule****

The VHF radio units will undergo routine maintenance as follows:

- [Maintenance Task 1: Frequency and Details]
- [Maintenance Task 2: Frequency and Details]

5. ****Contact Information****

For further queries or assistance, please contact:

[Your Name]

[Your Position]

[Your Contact Information]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Contact Information]