

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: VHF Radio Weather Report

I am writing to provide a weather report for the upcoming period via VHF radio. Below are the details:

**\*\*Station Identifier:\*\*** [Insert identifier]

**\*\*Date and Time of Report:\*\*** [Insert date and time]

**\*\*Current Conditions:\*\***

- Temperature: [Insert temperature]
- Winds: [Insert wind speed and direction]
- Visibility: [Insert visibility distance]
- Weather Phenomena: [Insert any significant weather]

**\*\*Forecast Information:\*\***

- [Period 1: Brief forecast and expected conditions]
- [Period 2: Brief forecast and expected conditions]
- Alerts: [Insert any weather alerts or warnings]

For any further updates, please refer to subsequent broadcasts or contact [Insert contact information].

Thank you for your attention to this weather report.

Sincerely,

[Your Name]  
[Your Title/Position if applicable]  
[Your Contact Information]