*Please reply to:*

[your name]

[your address line 1]

[your address line 2]

[your address line 3]

Radio Station [insert station name]

[station address line 1]

[station address line 2]

[station address line 3]

Sunday, April 12, 2020

Dear Sir or Madam,

I am pleased to report reception of your radio station, [insert station name] via [AM/FM] radio, on [date] at [time] EDT on [freq] [kHz/MHz] from my listening post in [your location].

If you find the enclosed report of reception’s details to be correct, I would appreciate your station verification by card or letter to confirm that I did indeed monitor your broadcast. As I know that some stations do not have prepared cards available, I have included a pre-prepared verification form that you can fill out. Also please find the enclosed postage to aid in replying to my report.

In addition to the confirmation of verification, any station promotional material such as brochures, stickers or pennants, hats, t-shirts, pins, rate cards, coverage maps, etc. would be most appreciated so that I can add them to my growing collection.

[insert information about yourself. How old you are, how long you have been DXing, what kind of radio(s) and antenna(s) you use. What do you do for a living, etc. You would be surprised how many DXers there are out there at radio stations, especially in the engineering staff!]

I hope that you and your staff find my report to be interesting and useful. Thank you for your time and assistance and I look forward to your reply!

Warmest regards,

[your name]