GENERAL MESSAGE	
TO: State CD	POSITION EOC
FROM <your name>	POSITION Amateur Radio Station <your callsign>
SUBJECT Tree blocking King and Queen Street	DATE/TIME Oct 2
MESSAGE: This is a test message.	
Large monkeypod tree blocking intersection	
of King and Queen Street.	
Send work crew to clear tree.	
Watch out for downed power lines in the area.	
End of test message.	

DATE	TIME	SIGNATURE/POSITION
Oct 2	9:01W	<your name>

RECEIVED FROM	DATE	TIME	RADIO POSITION/OPERATOR	MSG NUMBER
SENT TO KH6HPZ	DATE Oct 2	TIME 9:03W	RADIO POSITION/OPERATOR HF/<your name>	MSG NUMBER 2