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|  |  | [TYPE THE SENDER COMPANY NAME]  [Type the sender company address] |
| [Pick the date] |  | **FAX** |
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| To: [Type the recipient name] |
| Phone: [Type the recipient phone number] |
| Company Name: [Type the recipient company name] |
| Fax: [Type the recipient fax number] |
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| From: Microsoft |
| Phone: [Type the sender phone number] |
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