| Street Address  City, ST ZIP Code  Phone  Fax  Website |  |
| --- | --- |

EXAMPLE FORM

| To: | Recipient Name | From: | Your Name |
| --- | --- | --- | --- |
| Fax: | Fax Number | Pages: | Number of pages |
| Phone: | Phone Number | Date | Date |
| Re: | Subject | cc: | Name |

| 🞎 Urgent | 🞎 For Review | 🞎 Please Comment | 🞎 Please Reply | 🞎 Please Recycle |
| --- | --- | --- | --- | --- |

Comments:

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Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.

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