[Company Name]

[Company Address]

[Phone Number]| [Fax Number]| [Web Address]

fax

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

Comments: [Your Comment Here]