

[Company Name]  
[Company Address]  
[Phone number] | [Fax number] | [Web Address]

# fax

TO: [Recipient name] FROM: [Your Name]

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FAX: [Recipient fax number] PAGES: [Number of pages]

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PHONE: [Recipient phone number] FAX #: [Fate]

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RE: [Subject] CC: [Name]

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[Urgent]     [For Review]     [Please Comment]     [Please Reply]     [Please Recycle]

Comments: [Your comments here]