

Government Fax Cover Sheet

Date: _____

Sender Information

- Name: _____
- Government Agency/Department: _____
- Office: _____
- Phone Number: _____
- Fax Number: _____
- Email (Optional): _____

Recipient Information

- Name: _____
- Department/Agency: _____
- Office: _____
- Phone Number: _____
- Fax Number: _____

Fax Details

- Subject: _____
- Reference Number (Optional): _____
- Number of Pages (Including Cover Sheet): _____
- Priority: ☐ Routine ☐ Urgent ☐ Confidential

Message

Confidentiality Notice

This fax transmission may contain confidential or legally protected information intended only for the individual or department listed above. If you are not the intended recipient, please notify the sender immediately, delete or destroy all copies, and do not disclose, copy, or distribute the contents.

Sender Signature: _____

Recipient Confirmation (Optional): _____