

FAX

~Confidential~

To: [Type the recipient name] **From:** _____

Fax: [Type the recipient fax number] **Pages:** [Type number of pages] _____

Phone: [Type the recipient phone number] **Date:** [Pick the date] _____

Re: [Type text] **CC:** [Type text] _____

Urgent For Review Please Comment Please Reply Please Recycle

Comments: _____

[Type comments]