**Company name**

Company address

Phone number | Fax number | Web Address

fax

|  |  |  |  |
| --- | --- | --- | --- |
| To: | Recipient name | From: | Windows User |
| Fax: | Recipient fax number | Pages: | Number of pages |
| Phone: | Recipient phone number | Date: | Date |
| Re: | Subject | CC: | Names |

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

Comments: Your comments here