**Fax cover sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TO:** | [Recipient Name] |  | **FROM:** | [Sender’s name] |
| **FAX NUMBER:** | [Recipient fax number] |  | **FAX NUMBER:** | [Sender’s fax number] |
| **PHONE NUMBER:** | [Recipient phone number] |  | **PHONE NUMBER:** | [Sender’s phone number] |
| **DATE:** | [Date of fax] |  | **NO. OF PAGES:** | [Total number of pages] |
| **SUBJECT:** | [Subject line for message.] | | | |
|  | | | | |
|  | | | | |

[Message to Sender]

We love the look of this stationery just the way it is. But you can add your own personal touch in almost no time.

On the Design tab of the ribbon, check out the Themes, Colours and Fonts galleries to preview different looks from a variety of choices. Then just click to apply the one you like.

We’ve also created styles that let you match the formatting you see in this letter with just a click. On the Home tab of the ribbon, check out the Styles gallery for all styles used in this letter.

Find even more easy-to-use tools in the Insert tab, such as tools to add a hyperlink or insert a comment.