# FAX

|  |
| --- |
| **To:** |
| Fax: |
| Date: [Pick the date] |
| Re: |
|  |
| **From: [Your name]** |
| Fax: [555.555.555] |
| Phone: [555.555.555] |
| Cc: |
| **Comments:** |

Pages:

[Organization Name]

[Address]

[555.555.555]

[555.555.555]

[someone@example.com]

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