[您的地址，省/市/自治区，市/县，邮政编码]

传真函

|  |  |  |  |
| --- | --- | --- | --- |
| 收件人： | [姓名] | 传真： | [传真号码] |
| 发件人： | [您的姓名] | 日期： | [选择日期] |
| 回复： | [主题] | 页数： | [页数] |
| 抄送： | [姓名] |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ] 紧急 | [ ] 请审阅 | [ ] 请批注 | [ ] 请回复 | [ ] 请回收 |

[此处为开始文本。]