

**[Company Name]**

[Street Address]

[City, State/Province Zip/Postal Code]

## **Fax Cover Sheet**

**DATE:** January 22, 2023

**TIME:** 1/22/2023

**TO:** [Names]  
[Company Name]

**PHONE:** [Their phone number]  
**FAX:** [Their fax number]

**FROM:** [Names]  
[Company Name]

**PHONE:** [Your phone number]  
**FAX:** [Your fax number]

**RE:** [Subject]

**CC:** [Names]

**Number of pages including cover sheet:** [Type number of pages here]

### **Message**

[Type your message here]