

[COMPANY NAME]

[Street Address]

[City, State/Province Zip/Postal Code]

F A X C O V E R S H E E T

DATE: January 22, 2023

TIME: 1:36 PM

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]