

[TYPE THE SENDER COMPANY NAME]

[Type the sender company address]

[Pick the date]

FAX

To: «GreetingLine»

Phone: «Business Phone»

Company Name: «Company Name»

Fax: «Business Fax»

From: [Type the sender name]

Phone: [Type the sender phone number]

Company Name: [Type the sender company name]

Fax: [Type the sender fax number]

Number of Pages: [Type the number of pages]

Urgent: [Select the option]

Action Requested: [Type the action required]
