

[Pick the date]

**TO:** [TYPE THE RECIPIENT NAME]

FAX: [Type the recipient fax number]

PHONE: [Type the recipient phone number]

**FROM:** [TYPE THE SENDER NAME]

FAX: [Type the sender fax number]

PHONE: [Type the sender phone number]

PAGES: [Type the number of pages]

RE: [Type text]

CC: [Type text]

COMMENTS:  
[Type comments]

URGENT

PLEASE COMMENT

PLEASE REVIEW

FOR YOUR RECORDS