

{Sender's Company}

{Sender's Address}

confidential **fax**

To: **{Recipient Name}**
Company: {Recipient's Company}
Fax Number: {Recipient Fax Number}
Business Phone: {Recipient's Office Telephone #}

From: **{Sender Name}**
Fax Number: {Sender Fax #}
Business Phone: {Sender's Office Telephone #}
Home Phone: {Sender's Home Telephone #}

Pages: {# of Pages}
Date/Time: {Time Sent}
Subject: {Subject}

{Note}