

{Sender's Company}

FOR YOUR INFORMATION

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 #}
Home phone: {Sender's Home Telephone #}
Business phone: {Sender's Office Telephone #}

Date & Time: {Time Sent}
Pages sent: {# of Pages}
Re: {Subject}

{Note}

{Sender's Address}