

**{Sender's Company}**  
{Sender's Address}

# *urgent*

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f a c s i m i l e

*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}

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{Note}