**FAX COVER LETTER**

James Henry III  
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Your Town, Your State 98765  
568 974-2013

**TO:** Taco Tower H.R.  
(987) 654-3210

**FROM:** James Henry III  
(123) 456-7890

**DATE:** 1/1/15  
Pages: 3 **(Not including cover page)**

REGARDING:

This fax contains my Resume and the accompanying cover letter for the position as Assistant Manager at your 2398 Kings Way location.

I am sending this fax in response to the ad I found on craigslist advertising for the Assistant Manager position and, once you read the contents of this fax, you will see that with my background I am extremely qualified for the job and I hope to hear back from you soon.

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| X | - URGENT |
| X | - FOR REVIEW |
| X | - PLEASE COMMENT |
| X | - PLEASE REPLY |