**FAX COVER LETTER**

The ABC Barn  
Business Town, Business State 12345  
(123) 456-7890

**TO:** C.E.O. Gary Fischer  
(987) 654-3210

**FROM:** C.E.O Sarah Tobler  
(123) 456-7890

**DATE:** 1/1/15  
Pages: 5 (Including cover letter)

REGARDING:

The following pages contain the summary of our plans to incorporate your recently acquired company into our business circle and will outline what we plan to do with everyone that worked for you. Also included is a copy of the purchase agreement that we have both signed as part of this merge.

I am sending this fax to you so that you and I both have a copy of the plans and an extra copy of the purchase agreement, and I would appreciate it if you could send me back a signed copy so that I know that you received my fax and that you are ok to proceed with our company's plans.

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