**FAX COVER LETTER**

CONFIDENTIAL FAX **(optional)**

**[Your name]  
[Optional: your mailing address]  
[Your phone number]  
[Your email or website]**

TO: **[Recipient's name]  
[Optional: company name]  
[Recipient's fax number]**

FROM: **[Your name]  
[Your fax number]**

DATE: **[Date]**  
Pages: **[Number of pages] (including cover sheet)**

REGARDING

**[In a sentence or two, you can describe the contents of your fax here. If you are sending multiple documents in one fax, list each one.]**

**[In the second paragraph, you can tell the recipient why you are sending these documents. If you are sending a document for review or signature, you can mention that here. If you are faxing a resume, you can include a sentence saying you are qualified, but you'll want to talk more about your qualifications in a separate cover letter. You can end this section by saying, "I look forward to hearing from you.”]**

**[At the bottom of the document, you can mark if your fax is urgent or needs a reply.]**

URGENT  
FOR REVIEW  
PLEASE COMMENT  
PLEASE REPLY