**FAX COVER LETTER**

**[Your Name]**

**[Company Name (if applicable)]**

**[Street Address]**

**[City, State Zip Code]**

**[Phone Number]**

**[Web Site or Email (if applicable)]**

TO: **[Recipients Name]**

**[Company Name – if applicable]**

**[Fax Number]**

FROM: **[Your Name]**

**[Fax Number]**

DATE: **[Date]**

**PAGES (Including Cover Letter): [Total # of pages]**

REGARDING:

**[Include a brief statement regarding the contents of your fax.]**

**[Include a brief statement explaining why you are sending the fax]**

**[Include any of the following that apply. This provides further direction to the recipient]**

* URGENT
* FOR REVIEW
* PLEASE COMMENT
* PLEASE REPLY