
[TYPE THE SENDER COMPANY NAME]

[Type the company address]

[Type the phone number]

[Type the web address]

Fax

TO: [Type recipient name]

FROM: Laurel Yan

[TYPE THE RECIPIENT COMPANY
NAME]

PAGES: [Type the number of pages]

FAX: [Type the recipient fax number]

FAX: [Type the sender fax number]

PHONE: [Type the recipient phone
number]

PHONE: [Type the sender phone number]

CC: [Type text]

RE: [Type text]

COMMENTS:

[Type comments]

-
- Urgent
- Please review
- Please comment
- For your records