[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]

[[See Vertex42.com](https://www.vertex42.com/WordTemplates/fax-cover-letter.html) for tips and sample letters]

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

* **URGENT**
* **FOR REVIEW**
* **PLEASE COMMENT**
* **PLEASE REPLY**