**FAX**

|  |
| --- |
| To: |
| [Recipient name] |
| Fax number: |
| [Fax number] |
| From: |
|  |
| Fax number: |
| [Fax number] |
| Date: |
| [Pick the date] |
| Regarding: |
| [Subject] |
| Phone number for follow up: |
| [Phone number] |
| Comments: |
| [Your comments] |