**Company name**

Company address

Phone number | Fax number | Web Address

fax

|  |  |  |  |
| --- | --- | --- | --- |
| To: | Recipient name | From: | Gayle Madeira |
| Fax: | Recipient fax number | Pages: | Number of pages |
| Phone: | Recipient phone number | Date: | Date |
| Re: | Subject | CC: | Names |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Urgent |  | For Review |  | Please Comment |  | Please Reply |  | Please Recycle |

Comments: Your comments here