**[Nama Perusahaan]**

[Alamat, Kota, Kode Pos]

[Telepon] | [Faks] | [Alamat Web]

Faks

|  |  |  |  |
| --- | --- | --- | --- |
| Kepada: | [Nama] | Dari: | [Nama Anda] |
| Faks: | [Nomor Faks Penerima] | Halaman: | [Jumlah Halaman] |
| Telepon: | [Nomor Telepon Penerima] | Tanggal: | [Pilih Tanggal] |
| Bls: | [Subjek] | Cc: | [Nama] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ] Penting | [ ]  Untuk tinjauan | [ ]  Harap beri komentar | [ ]  Harap balas | [ ]  Harap daur ulang |

Komentar: [Mulai teks di sini.]