|  |  |  |  |
| --- | --- | --- | --- |
| FAX NUMBER |  | Date |  |
| From: | [Sender name] |
| Phone number: | [Sender phone number] |
| Fax number: | [Sender fax number] |
| Company name: | [Sender company name] |
| To: | [Recipient name] |
| Phone number: | [Recipient phone number] |
| Fax number: | [Recipient fax number] |
| Company name: | [Recipient company name] |

|  |  |  |
| --- | --- | --- |
| ****Contact**** [Your address]  •  [Your phone number]  •  [Your email address]  •  [Your website] |  | ****Comments:**** [To get started straight away, just tap any placeholder text (such as this) and start typing to replace it with your own.]  [Want to insert a picture from your files or add a shape, text box or table? No problem! On the Insert tab of the ribbon, just tap the option you need.] |