|  |  |  |  |
| --- | --- | --- | --- |
| 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.] |