|  |  |
| --- | --- |
| **[Your Company Name]** |  |

[Street Address]

[City, ST ZIP Code]

[Phone]

[Fax]

[Web Address]

**Fax**

|  |  |
| --- | --- |
| **To:** Click here to enter text. | **From:** Click here to enter text. |
| **Fax:** Click here to enter text. | **Pages:** Click here to enter text. |
| **Phone:** Click here to enter text. | **Date:** Click here to enter text. |
| **Re:** Click here to enter text. | **CC:** Click here to enter text. |

**Urgent  For Review  Please Comment  Please Reply  Please Recycle**

**Comments:** Select this text and delete it or replace it with your own. To save changes to this template for future use, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double click your template.­