

Fax Template

FROM

CUSTOMIZER: Insert Company name

CUSTOMIZER: Insert Company address

Web: www. CUSTOMIZER: Insert Company URL

Date:	Sender:	
Phone:	Email:	
Fax:	Pages:	Insert no. of pages (including this one)
Subject:	CC:	Insert name(s)

то

To:	Insert Recipient Name	Fax #:	Insert recipient fax #
	c/o Recipient Company Name		ax #. Insert recipie

Urgent	For Review	As Requested	Please Comment	Please Reply

Comments:	
Insert comments	

IMPORTANT NOTICE: This fax is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, we kindly ask that you shred this fax and notify the sender immediately. Thank you.

1/1

This is a generic template for reference only. Consult current legislation in your area to ensure compliance. This file includes embedded ConnectsUs identifiers. Prohibited use without a valid license. Learn more.