
TYPE THE SENDER COMPANY NAME

Primary business address

Address 2

Phone: 555-555-5555

Web address

Fax

Pick the date

TO:	[Type the recipient name]	FROM:	[Type the sender name]
[Type the recipient company name]		PAGES:	[Type the number of pages]
FAX:	[Type the recipient fax number]	FAX:	[Type the sender fax number]
PHONE:	[Type the recipient phone number]	PHONE:	[Type the sender phone number]
CC:	[Type text]		
RE:	[Type text]		
COMMENTS:			
[Type comments]			

- Urgent
 - Please review
 - Please comment
 - For you records
-