



FAX Transmittal

Insert region/unit
Insert office address and mail code
Insert city, state, and ZIP

Date: Insert date.
To: Insert name of recipient.
Fax No: Insert recipient's fax number.
Telephone: Insert recipient's telephone number.

From: Insert name of sender.
Fax No: Insert sender's fax number.
Telephone: Insert sender's telephone number.

Number of Pages (including cover) _____

Comments:

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