**TO**:

Name

**Fax Cover Letter**

Company Name/ Business Name

Address

Contact

**FROM**:

Name

Job Title

Organization Name

Contact

**DATE:** **Number of Pages Attached:**

**SUBJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Brief Description**

(You can write a brief description about your organization and work. You can inform about the content of your letter which is attached with this fax.)

**Reasons of Sending the Fax**

(This segment explains how crucial is your letter and the reasons why you are sending them this fax)

**Best Regards,**

Write your name

Organization Name

Address

Contact

**Revert back Status:**

* **URGENT**
* **FOR REVIEW**
* **PLEASE COMMENT**
* **PLEASE REPLY**