**Cover Letter Template For Fax**

[Your Name]

[Your Company Name (if applicable)]

[Your Street Address]

[Your City, State Zip Code]

[Your Phone Number]

[Your Email Address (if applicable)]

TO: [Recipient's Name]

[Recipient's Company Name – if applicable]

[Recipient's Fax Number]

FROM: [Your Name]

[Your Fax Number]

DATE: [Current Date]

PAGES (Including Cover Letter): [Total Number of Pages]

RE: [Briefly describe the fax contents]

Dear [Recipient's Name],

I trust this fax finds you well. I am writing to send you important documentation that requires your attention. The enclosed fax contains essential information related to [briefly describe the subject matter or purpose of the fax].

In particular, I would like to draw your attention to the following:

[Select one or more of the following options as applicable:]

* URGENT: This fax requires immediate attention due to its time-sensitive nature.
* FOR REVIEW: Please carefully review the enclosed documents and provide your feedback or comments.
* PLEASE COMMENT: Your input and comments on the enclosed materials are greatly appreciated.
* PLEASE REPLY: Kindly acknowledge receipt of this fax or respond with any required actions.

I appreciate your prompt attention to this matter. If you have any questions or require further information, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]