

Your Company Ltd.

Date: July 18, 2012

To: Addressee, Address Road, Address St. Address Town.
Fax: (01) 9999999

From: Sender Name

Subject: Reason for Fax

Contents: 3 pages (including this page)

Hi

Please find the blah blab blah this is the cover sheet so two more pages you add.

Thank you,

Your Name

Your Department, Your Company, Your Road, City 1
Tel: (01) 9999999, Fax: (01) 8888888, E-mail: youremail@mail.com