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|  | **COMPANY NAME** | [Street Address][City, State ZIP Code][Telephone][Fax][Web Address] |
|  | Page 1 of Pages |  |
| FAXX | DATE: | [Enter Date Here] |
| TO: | [Recipient’s Name] |
| FAX: | [Recipient’s Fax] |
| FROM: | [Sender’s Name] |
| PHONE: | [Sender’s Phone] |
| FAX: | [Sender’s Fax] |
| SUBJECT: | [Enter Subject Here] |

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| **Message:** |