
Blank Fax Cover Letter Example

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]

[Fax Recipient's Name]
[Recipient's Company]
[Recipient's Company Address]
[City, State, Zip]

Fax Number: [Recipient's Fax Number]

Number of Pages (including cover letter): _____

Dear [Recipient's Name],

This fax is in regard to _____. I have included _____ documents for your review.

If you have any questions or require further information, please don't hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]