# facsimile transmittal

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| --- | --- | --- | --- |
| To: | [Recipient Name] | Fax: | [fax number] |
| From: | [Your Name] | Date: | [Click to select date] |
| Re: | [Subject] | Pages: | [number of pages] |
| cc: | [Name] |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🞎 Urgent | | 🞎 For review | | 🞎 Please comment | | 🞎 Please reply | | 🞎 Please recycle |
|  |  | |  | |  | |  | |

[Notes]

confidential