

*Department Name*

*Department Address*

*Department Telephone Number*

*Department Fax Number*

## *Facsimile*

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**Date:** \_\_\_\_\_ **Pages:** [Pages]

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**To:** [Recipient] **From:** [Sender]

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**Fax No:** [Recipient's fax number] **Phone No:** [Sender's telephone number]

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**cc:** [Copies] **Fax No:** [Sender's fax number]

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**Re:** [Subject]

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**Notes / Comments:**

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