To:	[Name of Recipient]	
Fax Nr.:	[Fax Number]	FACSI MILE
Re:	[Regarding]	
Date:	16 November 1994	
Pages:	[Pages (including cover sheet)], including this cover sheet.	

From the desk of...

<Name>
 <Title>
<Company>
 <Address>
 <Town>
 <County>
<Postcode>

<Telephone> Fax: <Fax>