Confidential fax cover sheet sample

SAMPLE | Fictional details for illustration only

Date	8 October 2026
To / department	Payroll department
Recipient fax number	+1 202-555-0103 (fictional)
From / organization	Morgan Lee
Callback phone	+1 202-555-0104 (fictional)
Reply email	_____
Return fax number (optional)	_____
Total pages including cover	2
Subject / RE	Onboarding paperwork

Message / routing instructions

Please confirm the attached form reached payroll. No bank details on this cover.

Confidentiality notice

This fax may contain confidential information intended only for the named recipient. If you received it in error, notify the sender and destroy all copies. Do not use or disclose the contents.

SAMPLE