**Fax cover letter template**

Mary Jones

AI systems

Firm 5A 1204

421 E Drachmann

Tucson, AZ 85705

USA

Alex Knight

CSI Incorporation

435 C Drachmann

Phoenix, AZ  85705

USA

Fax # No: 65789453

Dear Mr. /Ms Alex Knight:

This is to bring to your kind attention that one of your books on “Artificial intelligence”  has been published and ready to be released on the 28th of this month. Almost 1000 copies of AI will be released as part of the pre promotion sales.  After checking its popularity and according to its demand in the market the complete set will be published and released on the 15th of next month. For now any edition to be made will be accepted till 27th of this month. This is the 5th edition and we have already revised the book 5 times. Please mention the co authors name (if any) for publishing in the book. Its cover has been ergonomically selected with its eco friendly pages. Best regards for future endeavors.

Sincerely yours

Mary Jones

(Publisher, Penguin books)