**Sample Fax cover letter format**

David Brown

432 T, Drachmann

Tucson, AZ 765876

USA

Charlie Thompson

Lab Assistant

456 C, Correo central

Tucson, AZ 85705

USA

Fax No#: 453678909

Dear Mr. Charlie:

This is to inform you that the chemistry laboratory pipettes and burettes are broken and need to be replaced soon, since the closet keys are with you, we need you here urgently. None of the beakers are in proper conditions and the salts and acids have got mixed up, none of the chemicals are named properly. The student’s mid term papers are left in the closet which has to be distributed back to the students during the parents-teachers meeting. If not for you at least the keys can be sent through courier services as we need them urgently. Moreover the final term exams will be starting soon and we desperately need the chemicals at the right time. Please make some arrangements for the keys and another lab assistant as soon as possible.

Yours faithfully

David brown

(Faculty- Chemistry department)

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