

@Scompany		
@Saddress1		
@Saddress2		
@Scity	@Sstate	@Szipcode

From:

@Sname		
Phone:	@Sphone	Fax: @Sfax
E-mail:	@Semail	

To:

@Rname
@Rdestination
@Rcompany

Sent:

@Gdate	at	@Gtime
@Gpages	page(s) (including cover)	

Subject:

@Gsubject
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Comments:

@Gcommentary
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