**บันทึกข้อความ**

**ส่วนราชการ** ……………………………………………………………………………………………………………………………....….

**ที่** อน ……….....….../…….....……................................. **วันที่** ...........................................……..........................

**เรื่อง** ……………………………………………………………………………………………………………………………………………....

เรียน ………………………………………………………………..

ภาคเหตุ...................................................................................................................................  
............................................................................................................................................................................................................................................................................................................................................................

ภาคความประสงค์.....................................................................................................................  
............................................................................................................................................................................................................................................................................................................................................................

ภาคสรุป.....................................................................................................................................  
............................................................................................................................................................................................................................................................................................................................................................

(..........................................)

.............................................................................................................