**บันทึกข้อความ**

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

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

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

เรียน ………………………………………………………………..

 ภาคเหตุ...................................................................................................................................
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 ภาคความประสงค์.....................................................................................................................
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