

**บันทึกข้อความ**

**ส่วนงาน**

**ที่** อว 8611 / **วันที่**

**เรื่อง**

**เรียน** ....................................................................

ภาคเหตุ .....................................................................................................................................  
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ภาคความประสงค์.....................................................................................................................  
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ภาคสรุป....................................................................................................................................  
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(พิมพ์ชื่อเต็ม)

ตำแหน่ง