**บันทึกข้อความ**

**ส่วนราชการ**..........................................................................................................................................................................................................................................

**ที่**.....................................................................................................................................**วันที่**..........................................................................................................................

**เรื่อง**



**เรียน**

ข้อความ...................................................................................................................................

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จึงเรียนมาเพื่อ.........................................................................................................................

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ตำแหน่ง