**บันทึกข้อความ**

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

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

**เรื่อง**



**เรียน**

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

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

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

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

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

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

 .................ลายมือชื่อ.........................

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

 ตำแหน่ง