**บันทึกข้อความ**

**ส่วนงาน** ……………………………………………………………………………………………………………………..............………

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

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

# เรียน

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

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

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

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หัวหน้าส่วนงาน/หน่วยงาน

