****

*สูง ๒ ซม.*

**หนังสือภายใน**

**ชั้นความลับ (ถ้ามี)**

 **บันทึกข้อความ**

*(20 pt.)*

*(35 pt.)*

**ชั้นความเร็ว (ถ้ามี)**

*ตรามหาวิทยาลัยห่างจากขอบกระดาษ ๑.๕ ซม.*

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

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

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

*1 Enter + Before 6 pt*

# เรียน

*1 Enter + Before 6 pt*

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

 *2.5 ซม.*

*3 ซม.*

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*2 ซม.*

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*1 Enter + Before 6 pt*

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

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*1 Enter + Before 6 pt*

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

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*4 Enter*

 ( )

 ตำแหน่ง .......................

**ชั้นความลับ (ถ้ามี)**