**บันทึกข้อความ**

**รายการที่ ๒ แบบหนังสือภายใน**

**ชั้นความเร็ว (ถ้ามี)**

**ชั้นความลับ (ถ้ามี)**

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

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

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

# เรียน

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

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

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

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 ตำแหน่ง ..........................................................

**ชั้นความลับ (ถ้ามี)**