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 **บันทึกข้อความ**

*ตรามหาวิทยาลัยห่างจากขอบกระดาษ ๑.๕ ซม.*

*สูง ๒ ซม.*

*35 pt.*

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

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

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

*1 Enter + Before 6 pt*

# เรียน

*1 Enter + Before 6 pt*

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

*3 ซม.*

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*2 ซม.*

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*1 Enter + Before 6 pt*

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

*ย่อหน้า 2.5 ซม.*

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*1 Enter + Before 6 pt*

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

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 ( )

*4 Enter*

 หัวหน้าส่วนงาน/หน่วยงาน