**เรียน** ……………………………………………………………................ **ที่**XX09/0111/2564

**จาก** …………………………………………………………………………... **วันที่**XX19XมิถุนายนX2564

**เรื่อง** ..........................................................................................................................................

ด้วย.........................................................................................................................................................

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จึงเรียนมาเพื่อโปรด ................................................................................

(ชื่อxxนามสกุล)

ตำแหน่ง..........................