[郵遞區號，縣/市，您的地址]

傳真

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| 收件者： | [姓名] | 傳真： | [傳真號碼] |
| 寄件者： | [您的姓名] | 日期： | [選取日期] |
| 回覆： | [主旨] | 頁數： | [頁數] |
| 副本： | [姓名] |  |  |

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| --- | --- | --- | --- | --- |
| [ ] 急件 | [ ]   供檢閱 | [ ]   請提供意見 | [ ]   請回覆 | [ ]   請回收 |

[從這裡開始輸入文字。]