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| [收件者]  [名稱]  寄件者  [名稱]  副本  [名稱]  回覆  [主旨]  傳真  [傳真]  電話  [電話]  頁數  [頁數] |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | 急件 |  | 供檢閱 |  | 請提供意見 |  | 請回覆 | |

# 註解：

[在這裡開始輸入文字。若要用您自己的預留位置文字 (像是這段文字) 取代，請選取文字並開始輸入即可。 在您的選取範圍中，字元的左邊或右邊不能有空格。]