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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] |  |

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|  | 急件 |  |  供檢閱 |  |  請提供意見 |  |  請回覆 |

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# 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。]