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| 書類送付状 | | | | | | | | | | | | |
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| 送信先 | | | | |  | 発信者 | | | | | | |
| 社名： | | | | 御中 |  | 社名： | | | | | | |
| 郵便番号：　　　― | | | | |  | 郵便番号：　　　― | | | | | | |
| 住所： | | | | |  | 住所： | | | | | | |
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| 担当部署名： | | | | |  | 担当部署名： | | | | | | |
| 担当者名： | | | | |  | 担当者名： | | | | | | |
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| 拝啓 |  | | | | | | | | | | | |
| 貴社ますますご盛栄のこととお喜び申し上げます。  　平素は格別のお引き立てをいただき、厚く御礼申し上げます。  　下記のとおり書類を送付させていただきますので、ご査収のほどよろしくお願い申し上げます。  　今後とも末永いお付き合いのほど、よろしくお願い申し上げます。 | | | | | | | | | | | | |
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