**เรียน**  **ที่**

**จาก** **วันที่**

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

**อ้างถึง (ถ้ามี) ......................................................................................................................**

**สิ่งที่ส่งมาด้วย (ถ้ามี)** 1. .......................................................................................................

2. .......................................................................................................

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ลายเซ็น / ลายมือชื่อ

(นาย/นางสาว ...........................................)

นักศึกษาคณะ....................... ชั้นปีที่............