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| **發文登記單** | | | |
| **申請日期\*：** | | | |
| **申請人\*** |  | **申請部門\*** |  |
| **受文單位\*** |  | | |
| **發文原因\*** |  | | |
| **發文主旨\*** |  | | |
| **發文時間\*** |  | **文號\*** |  |
| **郵件種類** |  | **件數** |  |