|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | 年　　月　　日 | |  |
|  | 書　類　送　付　状 | | | | | | |  |
|  |  |
|  |  |  |  |  |  |  |  |  |
|  | 送付先 | | |  | 送付元 | | |  |
|  | 株式会社〇〇〇〇 〒   〇〇部　〇〇課 　　　　　　　　　　　　　　様 | | |  | 〇〇〇〇株式会社 | | |  |
|  |  | 〒  〇〇部　〇〇課 担当： E-mail TEL: 00-0000-0000 / FAX: 00-0000-0001 | | |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | | |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | 平素より大変お世話になっております。以下の書類をご送付致しますので、ご確認とお取り計らいのほどよろしくお願い申し上げます。 | | | | | | |  |
|  |  |
|  |  |  |  |  |  |  |  |  |
|  | 送付内容 | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  | ■ | 〇〇〇〇案件契約書 | | | |  | 2部 |  |
|  | ■ | 〇〇〇〇　11月分　ご請求書 | | | |  | 1部 |  |
|  | ■ |  |  |  |  |  |  |  |
|  | ■ |  |  |  |  |  |  |  |
|  | ■ |  |  |  |  |  |  |  |
|  | ■ |  |  |  |  |  |  |  |
|  | ■ |  |  |  |  |  |  |  |
|  | ■ |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | 備　　考 | | | | | | |  |
|  |  | | | | | | |  |
|  |  | | | | | | |  |
|  |  | | | | | | |  |
|  |  | | | | | | |  |
|  |  | | | | | | |  |
|  |  | | | | | | |  |
|  |  | | | | | | |  |
|  |  |  |  |  |  |  |  |  |