|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | |  |  |  | |  | | --- | |  | | 書類№ |  |  |  |
|  |  |  |  |  | 作成日 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | 株式会社　〇〇　御中  〇〇部　〇〇課  ご担当者名　様  〒000−0000  北海道札幌市 |  | 株式会社　〇〇  〒000−0000  東京都港区南青山  TEL: 03−0000−0000  FAX: 03-0000-0001 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **書　類　送　付　状** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | 平素は大変お世話になり、誠にありがとうございます。 | | | | | | |  |
|  | 下記の書類をご送付致しますので、ご確認と必要事項のご記入の上、 | | | | | | |  |
|  | ご返送くださいますよう、よろしくお願い申し上げます。 | | | | | | |  |
|  |  | | | | | | |  |
|  | 担当:　鈴木 | | | | | | |  |
|  |  | | | | | | |  |
|  | 記 | | | | | | |  |
|  |  | | | | | | |  |
|  | ■ |  | | | | | 部 |  |
|  | ■ |  | | | | | 部 |  |
|  | ■ |  | | | | | 部 |  |
|  | ■ |  | | | | | 部 |  |
|  | ■ |  | | | | | 部 |  |
|  |  |  | | | | |  |  |
|  |  |  | | | | | 以上 |  |
|  |  |  | | | | |  |  |
|  |  |  | | | | |  |  |
|  |  |  | | | | |  |  |
|  | 【送付先】 | 〒000−0000 | | | | |  |  |
|  |  | 東京都港区南青山0丁目0−0−0　南青山ビル | | | | |  |  |
|  |  | 株式会社　〇〇 | | | | |  |  |
|  |  | 営業部　営業1課　鈴木陽子　宛て | | | | |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |