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|  | 〇〇部〇〇課 | | |  | 〇〇部〇〇課 | | |  |
|  | 〇〇〇〇　様 | | |  | 担当：〇〇〇〇 | | |  |
|  | TEL: 00-0000-0000 / FAX 00-0000-0001 | | |  | TEL: 00-0000-0000 / FAX 00-0000-0001 | | |  |
|  | E-mail: | | |  | E-mail: | | |  |
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|  | 平素は大変お世話になり、誠にありがとうございます。ご依頼くださった資料を以下の通りにご送付申し上げます。万が一、同封書類に不備がございました場合には、大変恐縮ではございますが、送付元までご連絡のほどお願い申し上げます。 | | | | | | |  |
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|  | 【同封資料】 | | | | | | |  |
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