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(наименование сотрудника, которому адресуется)

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 (Ф.И.О. работника, должность,

структурное подразделение)

Докладная записка

от «\_\_»\_\_\_\_\_\_\_\_20\_\_г.

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 "\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ г. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (подпись)