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(наименование сотрудника, которому адресуется)

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(Ф.И.О. работника, должность,

структурное подразделение)

Служебная записка

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

(подпись)