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| 收 文 日 期 | 编 号 |
| **年** |  |
| **月 日** |

**上级来文处理笺**

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| 来  文  机  关 |  | | | | | | | | | | | 原  文  字  号 | | |  | | | | | |
|  | | | | | |
| 文  件  标  题 |  | | | | | | | | | | | 附  件 | | |  | | | | | |
| 拟办意见 |  | | | | | | | | | | | | | | | | | | | |
| 领  导  批  示 |  | | | | | | | | | | | | | | | | | | | |
| 传  阅  人  姓  名 |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |
| 日  月 |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |
| 承  办  情  况 |  | | | | | | | | | | | | | | | | | | | |