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

**上级来文处理笺**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |