様式第4号(第8条関係)(起案用紙)

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| 起案 | 年　　月　　日 | | 起案者 | ㊞ | | | | | | |
| 発送 | 年　　月　　日 | | 発送方法 | 普通 | 速達 | 書留 | 親展 | 航空 | 使送 | 小包 |
| 文書記号番号 | | 国教委第　　　　　　号 | 宛名 |  | | | | | | |
| 文書年月日 | | 年　　月　　日 | 差出者 |  | | | | | | |
| 教育長　　　　　　課長　　　　　　課長補佐　　　　　　係長　　　　　　係 | | | | | | | | | | |
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