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| お届け先 | 〒 000-0000○○県○○市○○町○―○○○ビル○階　株式会社○○○○ |
| 営業部長　山田　太郎　　様 |
| ℡　00-0000-0000 |
| 差出人 | 〒 000-0000○○県○○市○○町○―○ |
| 　佐藤　次郎 |
| ℡　00-000-0000 |

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