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December 19, 2002

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Dear Sirs,

I am writing to request a copy of a page from a periodical that is unavailable in our country. One of the professors in our university, Mr. × × ×, would like to have a copy for his personal use. We would greatly appreciate it if you could send us a copy of the page listed below, (and the page that lists the volume and number of the periodical.

We have no information about it.)

If you are able to supply us with the copy, please send me the cost, including the airmail postage that would be involved. We will send you that amount so that you may send us the copy.

Thank you very much for your assistance in this matter.

他にリストをつける場合、アンダーラインの部分を
on the attached papers (添付書類に)

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一緒に知りたい時に入
れる。巻号がわかって
いる時は、below.で切る

「今日會計」(臺北市：經濟部會計處)

1999 , pp . 51-64 and the page with volume and number

李 建華、楊 宜蓁 「JIT 與平衡計分 之應用探討」

Sincerely yours,

Reference Librarian
メールアドレス

担当者サイン