

封書記載例

裏面

表面

Diagram of the back of an envelope. It features a central vertical line with three circular seals, each containing the character "印". The top seal is at the top flap, the middle seal is in the center, and the bottom seal is at the bottom flap. To the left of the central line, the labels "所在地" (Location) and "会社名" (Company Name) are positioned. To the right, the date format "平成 年 月 日" (Heisei Year Month Day) is shown.

Diagram of the front of an envelope. The recipient's name and title are written vertically in the center: "支出負担行為担当官" (Officer in Charge of Expenditure and Burden), "福島労働局総務部長" (Chief of the General Affairs Division, Fukushima Labor Bureau), and "殿" (Honorable). To the left, the date is written as "「平成 年 月 日開札」" (Opening on Heisei Year Month Day). To the right, the sender's information is written as "「の入札書在中」" (Envelope of [Name] is in progress).