NOTA DINAS

|  |  |  |
| --- | --- | --- |
| Yth | : | ${kepada} |
| Dari | : | ${dari} |
| Tembusan | : | ${tembusan} |
| Tanggal | : | ${tgl\_surat} |
| Nomor | : | ${no\_surat} |
| Sifat | : | ${sifat} |
| Lampiran | : | ${lampiran} |
| Hal | : | ${perihal} |

${isi\_surat}

${detail\_surat}

${penutup}

|  |  |
| --- | --- |
| Paraf Hierarki | |
| ${paraf} |  |

|  |  |
| --- | --- |
| Asisten Administrasi Umum | Sekretaris Daerah |
|  |  |

${jabatan\_ttd}

${nama\_ttd}

${pangkat}(${golongan})

NIP ${nip\_ttd}