Banjarmasin, ${tgl\_surat}

Nomor : ${no\_surat}

Sifat : ${sifat}

Lampiran : ${lampiran}

Hal : ${perihal}

Yth.

${kepada}

Di

${tempat}

${isi\_surat}

${jabatan\_ttd}

${nama\_ttd}

NIP ${nip\_ttd}