TELAAHAN STAF

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

1. **PERSOALAN**

${persoalan}

1. **PRAANGGAPAN**

${praanggapan}

1. **FAKTA-FAKTA YANG MEMPENGARUHI**

${fakta}

1. **ANALISIS**

${analisis}

1. **KESIMPULAN**

${kesimpulan}

1. **SARAN**

${saran}

${jabatan\_ttd}

${nama\_ttd}

NIP ${nip\_ttd}