|  |  |  |
| --- | --- | --- |
| Nomor : | ${nomor\_surat\_permohonan} | ${nomor\_surat\_permohonan\_formatted\_date} |

Hal : ${activity\_name}

Kepada Yth.

………………………………….

(Nama terlampir)

UIN Sunan Kalijaga

Yogyakarta

*Assalamu’alaikum Wr. Wb*.

Mengharap dengan hormat atas kehadiran Bapak/Ibu/ Saudara pada pertemuan yang akan diselenggarakan pada:

|  |  |  |
| --- | --- | --- |
| Hari | : | ${activity\_dates\_days} |
| Tanggal | : | ${activity\_dates\_formatted} |
| Waktu/Jam | : | ${activity\_lenght\_hours} WIB |
| Tempat | : | ${activity\_location} |
| Acara | : | Terlampir di pokok bahasan |

Demikian, atas perhatian dan kehadirannya diucapkan terima kasih.

*Wassalamu’alaikum wr.Wb*.

|  |  |
| --- | --- |
| ${signed\_barcode} | ${signed\_location}, ${signed\_date} |
| ${signer\_position} |
| ${signer\_name} |
| ${signed\_status} |

**AGENDA**

|  |  |
| --- | --- |
| **Waktu** | **Pokok Pembahasan** |
| ${activity\_dates\_days}  ${activity\_dates\_formatted}  ${activity\_lenght\_hours} WIB | ${activity\_name} |

**DAFTAR PANITIA**

| **No** | **N a m a** | **Posisi** |
| --- | --- | --- |
| 1. 1 | ${commitee\_name} | ${commitee\_position} |

**DAFTAR PESERTA**

| **No** | **N a m a** | **Jabatan/Lembaga** |
| --- | --- | --- |
| 1. 1 | ${participant\_name} | ${participant\_institution} |