|  |  |  |  |
| --- | --- | --- | --- |
| Nomor | : | ${nomor1}-${nomor2}/16100/${nomor3}/${nomor4} | ${tempat}, ${tanggal} |
| Sifat | : | ${sifat} |  |
| Lampiran | : | ${lampiran} |  |
| Hal | : | **${hal}** |  |

Yth. ${tujuan}

di-

Tempat

${isi}

|  |
| --- |
| **${pengirim},** |
|  |
| **${jabatan}** |
| NIP.${nip} |