Nomor :.../.../.../.../... ... (Tgl., Bln., Thn.)

Sifat :

Lampiran :

Hal :

Yth. ...........................................

……………………………………(Alinea Pembuka)……………………….......................……….....

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…………………………………...........Alinea Isi)..…………………............…...........................…….

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……………………………….…......AlineaPenutup)……...................................………………….....

………………………………………………………………………………..............................………………....

Nama Jabatan,

(Tanda Tangan dan Cap Instansi) Nama Lengkap

Tembusan:

1. ………………..

2. .......................

3. .......................