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

Lampiran :

Hal : Undangan ...

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

...................................

................................…(Alinea Pembuka dan Alinea Isi) ................................................

............................................................................................................................................

pada hari/tanggal :

waktu :

pukul :

tempat :

acara :

.....................................…..................(Alinea Penutup)….............................................

...........................................................................................................................................

Nama Jabatan,

(Tanda Tangan dan Cap Instansi)

Nama Lengkap

Tembusan:

1. ............................

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

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