**Buku Surat Keluar**

**${SKPD}**

**Tahun ${tahun}**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NO | TUJUAN SURAT KELUAR | TANGGAL SURAT | NOMOR SURAT KELUAR | PERIHAL |
| ${no}. | ${tujuan} | ${tanggal} | ${nomor\_lengkap} | ${perihal} |