${tempat\_surat}, ${tanggal\_surat}

Lampiran : ${lampiran\_surat}

Perihal : ${perihal\_surat}

Kepada Yth.

${tujuan\_surat}

Ditempat

${pembuka\_surat}

${paragraf\_1}

Nama : ${data\_1}

${paragraf\_2}

1. ${data\_2}

${penutup\_surat}

hormat saya,

**( ${pihak\_1} )**