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

Lampiran : ${lampiran\_surat}

Perihal : ${perihal\_surat}

Kepada Yth.

${tujuan\_surat}

Ditempat

${pembuka\_surat}

${paragraf\_1}

Nama : ${paragraf\_2.1}

NPM : ${paragraf\_2.2}

Semester : ${paragraf\_2.3}

Fakultas : ${paragraf\_2.4}

Jurusan : ${paragraf\_2.5}

Tempat, Tgl. Lahir : ${paragraf\_2.6}

Alamat : ${paragraf\_2.7}

${paragraf\_3}

1. ${paragraf\_4.1}
2. ${paragraf\_4.2}
3. ${paragraf\_4.3}
4. ${paragraf\_4.4}

${penutup\_surat}

hormat saya,

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