Nomor : ${nomor\_surat} ${tanggal\_surat}

Hal : **${perihal}**

**Yth. ${pihak\_yg\_dituju}**

di-

**${tempat\_pihak\_yg\_dituju}**

Assalamu’alaikum Wr.Wb.

${isi\_surat}

Wassalamu’alaikum Wr. Wb

${penanda\_tangan},

**${nama\_penanda\_tangan}**

NIP. ${nip\_penanda\_tangan}