|  |  |
| --- | --- |
|  | **PEMERINTAH KABUPATEN CIAMIS**  **${instansi\_pengirim}**  Jalan ….. Nomor … Telepon …………  Ciamis  Kode Pos ……………. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | Ciamis, ${tanggal\_naskah} |
|  |  |  |  | Kepada : |
| Nomor | : | ${nomor\_naskah} |  | Yth. ${jabatan\_tujuan}  ${nama\_tujuan}  di –  **C I A M I S** |
| Sifat | : | ${sifat} |  |
| Lampiran | : | 3 (tiga) lembar |  |
| Hal | : | ${hal} |  |

Demikian untuk maklum, atas perhatian dan pelaksanaannya disampaikan terima kasih.

|  |  |  |
| --- | --- | --- |
|  | ${instansi\_pengirim}    ${ttd\_pengirim}  ${nama\_pengirim}  ${jabatan\_pengirim}  NIP : ${nip\_pengirim} |  |

Tembusan :

Yth. 1. ...........................

Yth. 2. ............................