

**PEMERINTAH KOTA PEKANBARU**

PERANGKAT DAERAH

Jalan ………………….…. No. ….. Telp. (0761) …………….. Fax. (0761) ………..

**PEKANBARU – (KODE POS)**

**NOTA DINAS**

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| --- | --- |
| Kepada | : ………………………………………………………………..…………………. |
| Dari | : ………………………………………………………………..…………………. |
| Tanggal | : ${tanggal} |
| Nomor | : ${nomorsurat} |
| Sifat | : ……………………………………………………………..……………………. |
| Lampiran | : ……………………………………………………………………..……………. |
| Hal | : …………………………………………………………………………………... |

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Kepala Perangkat Daerah …….,

${ttdelektronik}

${namalengkap}

Tembusan : NIP. ${nip}

Yth. 1. Sdr. Mmmmmmmmmm

2. Sdr. Mmmmmmmmmm.