### PEMERINTAH KOTA PEKANBARU SEKRETARIAT DAERAH

Jalan Jenderal Sudirman No. 464 Telp. (0761) 31543 - 38765 Fax. (0761) 43214

**PEKANBARU - 28126**

Pekanbaru, ${tanggal}

Kepada

Nomor : ${nomorsurat} Yth. ….....................................

Sifat : …….……………….…...…….. ........................................

Lampiran : ..….…………………….…......

Hal : .......................................... di -

Pekanbaru

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SEKRETARIS DAERAH KOTA PEKANBARU,

${namalengkap}

Tembusan : NIP. ${nip}

Yth. 1. Sdr. Mmmmmmmmmm

2. Sdr. Mmmmmmmmmm.