LAPORAN SURAT KELUAR

BULAN ${bulan} TAHUN ${tahun}

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. Urut | Unit Pengolah | Tanggal Surat | Nomor Surat | Perihal | Tujuan Surat | Ket. |
| ${nourut} | ${unit\_pengolah} | ${tgl\_surat} | ${nosurat} | ${perihal} | ${tujuan} | ${ket} |