LAPORAN SURAT MASUK

BULAN ${bulan} TAHUN ${tahun}

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. Urut | Asal Surat | Nomor Surat | Tanggal Surat | Perihal | Diteruskan Kepada Yth. | Hari/Tanggal diteruskan |
| ${nourut} | ${asal\_surat} | ${nosurat} | ${tgl\_surat} | ${perihal} | ${tujuan} | ${tgl\_disposisi} |