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|  | PEMERINTAH PROVINSI DAERAH KHUSUS IBUKOTA JAKARTA SEKRETARIAT DAERAH  **BIRO PEMERINTAHAN** Jl. Medan Merdeka Selatan No. 8-9 Telepon 021-3822107 Fax 021-3848859J A K A R T A Kode Pos : 10110 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nomor | : | ${NOMOR} |  | ${TANGGAL} |
| Sifat | : | ${SIFAT} |  |  |
| Lampiran | : |  |  |  |
| Hal | : | ${HAL} |  | Kepada |
| Yth. | ${YTH} |
|  |  |
|  |  |  | di |
|  |  |  |  | Jakarta |

${PEMBUKA}

${ISI}

${PENUTUP}

${NAMAJABATAN},

${TTD}

NIP ${NIP}

Tembusan :

${blocktembusan}

${tembusan}

${/blocktembusan}