(silahkan unduh kop melalui alamat google drive berikut : <https://drive.google.com/drive/folders/1zD3vKSmDF2X4Lfz2t4FGkpyPiod1TaHc?usp=share_link>

Pekalongan, ${tanggal\_naskah}

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Nomor  | : | ${nomor\_naskah} |  | Kepada |  |
| Sifat | : | ${sifat} |  |  |  |
| Lampiran | : |  |  | Yth. | ${jabatan\_tujuan} |
| Hal | : | ${hal} |  |  |
|  |  |  |  |  | di - |
|  |  |  |  |  | .................................. |

 (Tuliskan isi surat disini)

${jabatan\_pengirim}

${ttd\_pengirim}

${nama\_pengirim}

Pangkat

${nip\_pengirim}

TEMBUSAN: (apabila ada)

1. ...............................
2. ...............................
3. dan seterusnya.

(diberi garis bawah sesuai tembusan terakhir)