**M E M O I N T E R N A L**

No. (Nomor)/MI/(Kode Jabatan ttd)/(Drafter)/(bulan)/(tahun)

Kepada Yth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lampiran : \_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_)

Perihal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dengan Hormat,

Sehubungan dengan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bersama ini kami mengajukan permohonan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:**

1. **Permohonan**
   1. Permohonan persetujuan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **NAMA PRODUK** | **QTY** | **Harga/pcs** | **Total Harga** | **Keterangan** |
| **SEMULA** | | | | | |
| 1. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_ | Rp \_\_\_\_\_\_\_ | Rp \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **MENJADI** | | | | | |
| 2. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_ | Rp \_\_\_\_\_\_\_ | Rp \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Kronologi:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Analisa**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Saran Rekomendasi**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Demikian permohonan ini kami sampaikan untuk menjadi bahan pertimbangan, atas perhatiannya kami ucapkan terima kasih.

|  |  |  |
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|  |  | Jakarta, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Menyetujui, | | Hormat kami, |
| \_\_\_\_\_Nama\_\_\_\_\_\_  Direktur \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_Nama\_\_\_\_\_\_  Direktur \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Nama**  \_\_\_\_\_\_Jabatan\_\_\_\_\_\_\_ |