Nomor : (No)/(DIC ttd)/(drafter)/DIV.(no)/(bulan)/(th) Jakarta, (tanggal) (bulan) (tahun)

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

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

Kepada Yth

PT\_\_\_\_\_\_\_\_\_\_\_\_\_\_

di

Tempat

Up. **Bp/Ibu \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dengan Hormat,

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

Demikian kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Hormat Kami,

**PT HK Realtindo**

Direksi,

**……(Nama)…..**

…...(Jabatan)…..

Tembusan :

* ­\_\_\_\_\_\_\_\_\_\_
* Arsip