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

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

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

Kepada Yth,

**Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

Dengan hormat,

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

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

Hormat kami,

**PT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Direksi,

**………(Nama)………..**

...............Jabatan.............

Tembusan:

- **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

- Arsip.