Surat- Surat Masuk

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| **No** | **Alamat Pengirim** | **Dari Surat Masuk** | | | **Nomor Kode** | **Nomor Petunjuk** |
| Tanggal | Nomor | Perihal |
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Nomor :

Tanggal Terima :

Jam :

Surat Dari :

Nomor Surat :

Tanggal Surat :

Hal :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tanggal | Kepada | Isi Disposisi | Dari | Paraf |
|  |  |  |  |  |

Dekan,

Prof.Dr.Ir.Fabian J. Manoppo,M.Agr

NIP. 196210141992031001