

LKPD SURAT RESMI

Nama : _____

Tujuan :

Peserta didik dapat mengidentifikasi unsur-unsur surat resmi

Petunjuk :

Seret dan letakkan jawaban yang sesuai.

Mengidentifikasi unsur-unsur surat resmi

Diagram illustrating the identification of elements in an official letter (Surat Resmi) using a sample letter from the Government of Kota Madiun, SD Negeri Sukosari.

The diagram shows the following elements and their corresponding parts in the sample letter:

- Salam pembuka** (Opening Greeting): Points to the "Dengan hormat," (Respectfully,) in the sample letter.
- Isi surat** (Body of the letter): Points to the main content of the letter, which is a request for a meeting.
- Tanggal surat** (Date of the letter): Points to the date "Madiun, 31 Juli 2024" in the sample letter.
- tujuan Surat** (Purpose of the letter): Points to the subject line "Perihal: Permohonan Izin Rapat Orang Tua Murid SDN Sukosari" in the sample letter.
- Kop Surat atau kepala surat** (Letterhead): Points to the header information including the school name "SD Negeri Sukosari" and the address "Jalan Sri Lurahung Nomor 1, Madiun, Jawa Timur 63114" in the sample letter.
- Salam penutup** (Closing Greeting): Points to the closing "Hormat Saya," (Respectfully,) in the sample letter.
- Lampiran surat** (Attachments): Points to the "Lampiran: 1" (Attachment: 1) in the sample letter.
- Sifat surat** (Nature of the letter): Points to the "Perihal:" (Subject:) in the sample letter.
- Perihal surat** (Subject of the letter): Points to the "Perihal: Permohonan Izin Rapat Orang Tua Murid SDN Sukosari" in the sample letter.
- Nomor surat** (Letter Number): Points to the "Nomor: 001/2024" in the sample letter.
- Salam pembuka** (Opening Greeting): Points to the "Dengan hormat," (Respectfully,) in the sample letter.
- Tujuan surat** (Purpose of the letter): Points to the subject line "Perihal: Permohonan Izin Rapat Orang Tua Murid SDN Sukosari" in the sample letter.

The sample letter text is as follows:

PEMERINTAH KOTA MADIUN
SD NEGERI SUKOSARI
Jalan Sri Lurahung Nomor 1, Madiun, Jawa Timur 63114
Telepon 0201 488000, Email: sdnsukosari01@gmail.com

Madiun, 31 Juli 2024

Nomor: 001/2024
Perihal: Permohonan Izin Rapat Orang Tua Murid SDN Sukosari

Dengan hormat,

Kami mohon kehadiran Bapak / Ibu Orang Tua Murid SDN Sukosari untuk hadir dalam kegiatan Sekolah, yang akan dilaksanakan pada:

Hari: Kamis
Tanggal: 1 Agustus 2024
Waktu: Pukul 08.30 WIB
Tempat: Mushola SDN Sukosari
Acara: Penning Orang Tua Murid SDN Sukosari

Karena pentingnya acara tersebut, dimohon untuk hadir semua. Demikian undangan ini disampaikan atas perhatian dan kerjasamanya diucapkan terimakasih.

Hormat Saya,

KIR JUNG S.W. M.Pd
NIP. 197101012002010002