

## **FORMAT KARANGAN SURAT KIRIMAN RASMI**

*Sila masukkan jawapan yang betul ke dalam kotak yang disediakan.*

| <b>Isi Kandungan</b>  | <b>Perkara</b>     | <b>Pengakuan Pengirim</b> | <b>Jawatan &amp; Alamat Penerima</b> |                                    |
|-----------------------|--------------------|---------------------------|--------------------------------------|------------------------------------|
| <b>Kata menghadap</b> | <b>Tandatangan</b> | <b>Tarikh</b>             | <b>Alamat Pengirim</b>               | <b>Nama Pengirim &amp; Jawatan</b> |

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