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## 1. Students' Writing Products of Formal Invitation Letters

 SPECIAL CAPITAL REGION OF  
JAKARTA EDUCATION OFFICE 22  
SMA CENDANA SENIOR HIGH  
SCHOOL  
Jalan Cendana No. 9A, Jakarta 10155  
Telephone / Fax : 021 8246940  
Email : SMA-Cendana@gmail.com

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no : 0425/77/234  
Lamp: -  
Subject: Parent-Teacher Meeting

Jakarta, 25 June 2019

To:  
Parents / Guardians of class X Students  
Dear Parents / Guardians (P)

Assalamu'alaikum Wr. Wb  
In accordance with our School's schedule SMA Cendana Senior High School hereby invites you to attend the Parent-Teacher Meeting, which will be held with the aim of discussing school-related activities and providing information regarding school regulations. The meeting will take place on:

Date : Saturday, 29 June 2019  
Time : 09:00 - 11:00 WIB  
Venue : SMA Cendana Hall

We kindly request the presence of all Parents / guardians of class X Students. We extend our sincere gratitude for your attention and cooperation, and we look forward to your attendance.  
Wassalamu'alaikum Wr. Wb

Principal of SMA Cendana

Dra. Hj. Yuriana, SPd.  
Employee ID : 13096342

SDN 1 JAKARTA  
Jl. MAWAR, No. 01, JAKARTA  
TELEPHONE NUMBER 081-234-567 FAX 081-234-568

Jakarta, ~~9th~~ May 9 2026

No: 01/Adm/SDN1-jakarta/IX/2026  
Subject: Parents Meeting  
Attachment: -  
To: Student's Parents of SDN 1 Jakarta

Dear Sir/Madam,

Regarding the final examination for the second semester of 2026, we would like to invite you to the Parents Meeting which will be held on:

Day, Date: Monday, ~~10th~~ May 10th 2026  
Time : 10.00 a.m. - 12.00 p.m.  
Location : SDN 1 Jakarta

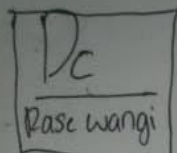
Meeting Agenda:

- Preparation Planning for the final examination
- Final examination Briefing
- Grading System for the examination
- Student Consultation regarding Study Problems

For the sake of the success of students study and examination, your participation is anticipated. Thank you for your cooperation.

Best Regards,

Rhonza Ck. MPD  
(Head Master of SDN 1 Jakarta)



SMK Rase Wangi  
Jl. Ahmad Yani No. 12, Bandung 40123  
Phone : (022) 7654321

12

Bandung, 1<sup>st</sup> Of March 2026

Number : 011/DC-SMKrasewangi/IX/2026

Subject : Invitation to the Debate Competition

Attachment : —

To : The Principal SMAN 7 Bandung

Dear Sir/Madam,

The Debate Club of SMK Rase wangi Bandung is pleased to invite your school to join our debate competition. Each school may send one debate team with three students. The competition will be judged by experienced English teachers.

Date : Saturday, 29<sup>th</sup> of September 2026

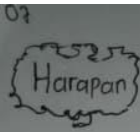
Time : 08.00 am. - 01.00 P.m

Venue : School Hall of SMK Rase wangi Bandung

We hope your school will participate in this competition. We believe this event will help students become more confident and improve their communication skills.

Sincerely,

Egi Dwantara  
Chairperson of  
The Debate Club



SMA HARAPAN BALI  
Jl. Dr. Sutomo. No 75 Bali  
Telephone number: 567-252-130 fax 567-232-130

Bali, 1st of December 2026

NO : 002 / 0515 / Harapan / VII 2026

Subject : Student Council meeting

Attachment : 1 Page

To : All member of student Council of Harapan Senior High School

Dear Student,

As the year of 2025 is coming to an end, we would like to invite you to the year-end student council meeting. The year-end student council meeting will be held on.

Day Date : Monday, 5th of December 2026

Time : 15.00 PM - 17.00 PM

Location : Student council office

Agenda :

- Students year-end event planning
- Bazzars vendors discussion
- Activity and contest briefing
- Budget planning

The detailed Student Council meeting's ~~stand~~ is attached on the next page. We look forward to your participation in this year-end event meeting.

Thank you very much  
Sincerely

Nadip Amar  
(President of student council)

GOVERNMENT OF BENGKULU PROVINCE

21

STUDENT COUNCIL ORGANIZATION (OSIS)  
SMK NEGERI 1 BENGKULU  
Jl. Jati No. 41 Bengkulu City, Bengkulu 38228

Bengkulu, October 16th, 2026

Number : 067/OSIS/X/2026  
Attachment : 1  
Subject : Invitation for Classroom Cleanliness and Creativity Competition

Your Faithfully,

In order to improve discipline, creativity, and environmental awareness among students, we as the Student Council of SMK Negeri 1 Bengkulu would like to invite all class representatives to participate in the Classroom Cleanliness and Creativity Competition which will be held on:

Day : Thursday - Friday  
Date : October 22nd - October 23rd, 2026  
Time : 08.00 AM until finished  
Place : SMK Negeri 1 Bengkulu environment  
Event : Classroom Cleanliness and Decoration Competition

The competition assessment will include classroom cleanliness, neatness, decoration beauty, and creativity in creating a comfortable learning atmosphere.

We hope that all participants can attend and participate well according to the rules that have been determined.

Thus, we convey this invitation letter. Thank you for your attention and cooperation.

Sincerely,  
Chair Person

Secretary

Reno Saputra

Aqilla Arincia

Acknowledged by  
Principal

Puri Auliya

SOUTHEAST Sulawesi Province Government  
INTRA SCHOOL Organization of State  
Senior High School of Bombana

Number : 78/RM/VI/2026

Yogyakarta, June 29, 2026

Attachment : 2

Matter : Invitation to the Inter-school sports Competition for the Special Region of Yogyakarta

Dear students,

In connection with the anniversary of SMA Negeri of Bombana<sup>①</sup> we as the OSIS management of SMA Negeri of Bombana, Request the Presence of School Representatives to Participate in various sports competition activities which will be held on :

Day : Tuesday - Thursday

Date : July 7, 2026 - July 9, 2026

Time : 08.00 (WIB) until finished

Place : Sports Hall of State High School 29 Kembar.

Program : Inter-school sports Competition for the Special Region of Yogyakarta

Considering this events<sup>②</sup> is important, we expect the presence of every school representative from DIY and outside.

Thus we convey our invitation letter, thank you for your attention.

Best regards<sup>③</sup>

Chairman of the students body

Secretary

M. Dawn

Rendri PB

Know  
Headmaster

Amal Mawij S-pd

M

GOVERNMENT OF BENGKULU PROVINCE  
INTRA - SCHOOL STUDENT ORGANIZATION (OSIS)  
SMK NEGERI 1 KOTA BENGKULU  
Jl. Jati No. 41 Bengkulu City

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Bengkulu, May 18th 2026

Number : 021/OSIS/SMK1/1/2026

Attachmant : 1

Subject : invitation to Educational seminar and learning  
motivation  
M

Dear sir/madam,

In order to improve students' learning motivation and broaden their knowledge about the importance of education and discipline in achieving their goals, we as the committee of OSIS SMK Negeri 1 kota bengkulu would like to invite student representatives to attend an educational seminar that will be held on :

Day : Saturday

Date : May 25th 2026

Time : 08.00 a.m. until finish

Place : Hall of SMK Negeri 1 kota bengkulu

Event : Educational seminar and learning motivation  
M

We highly expect every representative to attend the the event on time, so the activity can run smoothly and provide benefits for all participants.

this, we deliver this invitation letter. Thank you for your attention and participation

Sincerely,  
char person

Secretary

Rana lucu

lilia.lla

Acknowledged by,  
Principal

Drs. Ahmad Fauzi, M.Pd.

GOVERNMENT OF MAKASAR CITY  
SMA NEGRI 5 MAKASAR  
Jl. Pendidikan No. 45 Makasar

Makassar, May 18, 2026

Number : 145/OSIS/V/2026  
Attachment : 1  
Subject : Invitation to Educational Seminar

Dear Sir,

In an effort to improve students' knowledge and learning motivation, we are the student council of Sma Negri 5 Makasar, would like to invite student representatives from your school to attend an Educational Seminar. The event will be held on :

Day / Date : Monday, May 25, 2026  
Time : 09.00 AM - finish  
Place : Hall of Sma Negri 5 Makasar  
Event : Educational Seminar

We sincerely hope for your presence and participation. Thank you for your attention and cooperation.

Sincerely,  
Chairperson

Secretary

Rina Putri

Acknowledged by,  
Principal

Dimas Pratama

Drs. Andi Saputra



GOVERNMENT OF BENGKULU PROVINCE  
INTRA - SCHOOL STUDENT ORGANIZATION  
SMK NEGERI 1 BENGKULU CITY  
Jl. Jati No. 41 Bengkulu City

08



Bengkulu, May 20 2026

Number : 021/OSIS/V/2026

Attachment: 1

Subject : Invitation to Attend an Educational Seminar

To  
The Principal of SMA/SMK  
In Place

Dear Sir/Madam,

In order to improve students' knowledge and learning motivation, OSIS of SMK Negeri 1 Bengkulu City will hold an educational seminar for SMA/SMK students. Therefore, we would like to invite student representatives from your school to attend this event.

The seminar will be held on:

Day/Date : Monday, May 25, 2026

Time : 08.00 a.m. until finish

Place : Hall of SMK Negeri 1 Bengkulu City

Activity : Educational Seminar and Learning Motivation Program

We hope that your school can send student representatives to participate in this activity. We believe that this seminar will provide useful knowledge and encourage students to be more enthusiastic in learning.

Thank you for your attention and cooperation. We look forward to your participation.

Sincerely,

Chairperson of OSIS

(Rizky Febian)

Secretary

Approved by,  
Principal of SMK Negeri 1 Bengkulu City

(Natusya Ayu L.)

Drs. H. Anwar Firdaus, M.Pd.

ONE

PT. ONE

Jatinegara - Street Number 100, Jakarta  
Telephone Number 596-001-123 Fax 596-001-124

Jakarta, 13th of September 2006

No: 01/Ref/ONE/11/2006

Subject: Grand Opening

Attachment: -

To: CEO of PT. MY Beauty Cosmetics

Dear Madam,

You are cordially invited to the grand opening ceremony of PT. ONE. This event will be held on:

Day-Date: Saturday, 16th of September 2006

Time: 17.00 Pm - 19.30 Pm

Location: Gold Ballroom, ONE Building

We are looking forward to your Presence in this event. Thank You for your attention

Regards,



Muhammad Albi Hafidh  
(CEO of PT. ONE)

Subject: Official Invitation

Bengkulu, 04 Juli 2024

21

Dear Volunteers,

You are invited to participate in ~~the~~ Community Clean-Up Program.

Date: August 20, 2024

Time: 7.30 a.m.

Venue: City Park

Please arrive 15 minutes before the event begins.

Your support is greatly appreciated.

Sincerely,

Annabelle

Head of Community



## PT. Kimberly

Jl. K.H. Ahmad Dahlan No. 702, Kota Bengkulu  
Kota Bengkulu 2026, Indonesia

Telp. (061) 807345

Web : [www.kimberlygate.com](http://www.kimberlygate.com)

24

Bengkulu, 18 April 2026

Number : 02 / 1 / AR / 18 / 2026

Subject : Meeting invitation

to : Mrs. Ayu dewi

Head of Finance Division

PT. Selebaw

In connection with the company's turnover experiencing a significant decline, we hereby invite all Division heads of PT. Kimberly to attend, a meeting that will be held on :

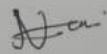
Date : Monday, April 25 2026

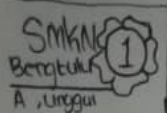
Time : 10.30 WIB - 11.30 WIB

Venue : PT. Kimberly meeting room

About discussing the decline in company turnover meeting, we hereby extend this invitation. Given the importance of this meeting, we kindly ask to you attend on time. Thank you for your attention.

Director  
PT. Kimberly

  
Natasya mutia a.



## SMKN 1 Kota Bengkulu

Jl. Jati No. 445 Telp. / Fax (0040) 856341

Website : [www.smkn1kota.bengkulu.sch.id](http://www.smkn1kota.bengkulu.sch.id) Email : [info@smkn1kota.bengkulu.sch.id](mailto:info@smkn1kota.bengkulu.sch.id)

OS

Bengkulu, May 02nd 2026

Number : 012 / OSIS- SMK / V / 2026

Attachment : -

subject : Meeting Invitation

To :

Mr. / Mrs. / Ms.

At Place

Dear Sir / Madam (s)

In connection with the preparation meeting for the school event, we would like to invite you to attend :

Day / date : Friday, May 22nd, 2026

Time : 1:00 Pm until finished

Place : School Hall

event : Art Preparation meeting

Thus, this invitation letter is conveyed. We would like to thank you for your attention and attendance.

Sincerely,  
chairman of The OSIS,

Aiiza Nataziya Rafelma

HP

# PT. HOP-HOP

Jl. Mawar No 30. Hamdan Medan Indonesia  
North Sumatra 2026 Indonesia  
Telp : (0975 3346)  
Web : www.comritan.com

02

30

Number : 01 / 1 / UR / DIP / 2026  
Attachment : 1 sheet

Medan June 18, 2026

Subject : Meeting Invitation

To :

Mrs. Notosya Mutia  
Head of Finance Division  
PT. Warpei

Dear Mrs. Notosya Mutia,

In Connection with the company's turnover experiencing a significant decline, we hereby invite All Division Heads of PT. Hop-Hop to attend a meeting that will be held on:

Day / Date = Monday, June 21, 2026

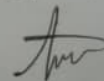
Time = 10.30 wib - 11.00 wib

Venue = PT. Hop-Hop meeting room

About discussing the Decline in Company Turnover

We hereby extend this invitation. Given the importance of this meeting, we kindly ask you to attend on time. Thank you for your attention.

Director  
PT. Hop-Hop



Zahara Rihhadatu



# PT MAJU JAYA

13

Jln. Letdah Abu Hanifah RT 06 RW 02  
Kelurahan Pondok besi, Kecamatan Teluk Segara

Bengkulu, 18 May 2026

Number : 001/PT-MJ/V/2026

Attachment : 1

Subject : OFFICIAL meeting invitation

Dear Madam,

In Order to improve communication, coordination, and cooperation within the company, PT Maju Jaya would like to invite all employees and staff to attend an official meeting

The meeting will be held on:

Date : Monday 18 May 2026

Time : 09,00 Am until finished

Place : Meeting room

The Purpose of this meeting is to discuss important matter regarding company activities, work coordination, and future plans. Therefore, your presence and participation would be greatly appreciated.

We hope that all invited participants can attend the meeting on time and actively contribute to the discussion.

Thank you for your attention and cooperation.

Sincerely,

Nafiah

Committee of PT MAJU JAYA



PT. Loveau cosmetics  
Jl. Mayjen No. 90 Surabaya  
Telephone number 591-232-675 Fax 591-232-676

26

Surabaya, 20th of June 2024

No: 022 Mkt/Loveau cosmetics/111/2024

Subject: Product launch event Meeting

Attachment: -

To: Even Planning Department and Marketing Department

Dear Sir/Madam (1)

in accordance with the new Product launching event of loveau cosmetics, we will hold a Meeting to discuss further about the detailed event planning. the meeting will be held on (1)

Day, Date: Friday, 25th of June 2024

Title: 10.00 PM - 12.00 PM

Location: Meeting Room 101

Agenda:

- Product launching
- Special Performances
- Decoration
- Door Prize event

Please bring all the report needed for the Product launching event. we look forward to your Presence in the Meeting.

Thank You.

Kind Regards (1)

Toni Huang

Marketing Department Team Leader

17

GOVERNMENT OF BENGKULU CITY  
SMK NEGERI 1 BENGKULU CITY  
Jl. Ahmad Yani no. 10, Bengkulu  
Phone: 07367123456

13

Number: 018/SMK1/V/2026  
Subject: Meeting Invitation

May 18<sup>th</sup>, 2026

Dear Teachers and Staff,

We would like to invite you to attend a meeting regarding the Preparation For the School Cleanliness Campaign. The meeting will be held on:

Day/Date: Tuesday / May 22<sup>nd</sup>, 2026

Time : 08.00 AM

Place : School Hall

Your Presence and Participation are highly appreciated. We hope you can attend the meeting on time.

Thank you for your attention and cooperation.

Sincerely,

Principal OF SMK Negeri 1 Bengkulu

@iwh

(Aisyah Andini Putri S.Pd.)



Mandiri Senior High School  
Jl. Gatot Subroto, Bandung 60136  
Phone : (024) 7654321  
email : mandirishs@gmail.com

14

Subject : Invitation to <sup>the</sup> Senior High School of Charity Event  
To : Students of Senior High School  
Number : 016 / mandiri-shs / VIII / 2025

Bandung, July 19, 2025

We Want to invite you to join our school charity Event. This event <sup>being held to</sup> is held to help people in need and to teach students the importance of sharing with others.

The event details are as follows :

Day / Date : Friday, August 19, 2025

Time : 08.00 am - 11.00 a.m.

Venue : School Hall

Please bring books, clothes, school supplies, or other useful items that are still in good condition. All donation will be given to a local charity after the event.

Yours Sincerely,

Putri Ferrina R

Chairperson of The Charity Committee



MINISTRY OF NATIONAL EDUCATION  
STATE POLYTECHNIC OF MALANG  
ELECTRICIAN STUDENT ASSOCIATION  
Jalan Soekarno Hatta 9 P.O. BOX 04 Malang  
Phone (0341) 404424 - 404425 PRW 2410 : (0341) 4042

NO : 157 / 07 hari biharai 2010

lamp : 2 sets

subject : invitation

Dear Students of national education,

in connection with the holding hari biharai with the same establishment communication and this to strengthen the closeness of the extended family of the Malang State Polytechnic Electrician Student Association on eid al-Fitr by the Malang Polytechnic electrician engineering student association which will be held on.

day date : Monday September 2010

time : 09.10 - 13.30 wib

Program : hari biharai

Place : Telecommunication engineering

We hereby look forward to your presence at the event  
thus this letter we express our gratitude for your and participation.

General chairmand HME.

Andini

Best regards  
chief executive

amisy najia sme.



Government of Bengkulu Province  
Student Council organization (OSIS)  
SMKN 1 Bengkulu city



Jl. Sawah lebar, No.107

Bengkulu, 18 May 2026

Number : 78/RM/VII/2026

Attachment : 2

Subjek : Invitation to Inter-School Sports  
Competition in Bengkulu city

Dear Sir/Madam,

In connection with the anniversary Celebration of SMKN 1 Bengkulu city, we, as the student Council (OSIS) administrations of SMKN 1 Bengkulu city, respectfully invite school representatives to participate in several sports competition activities that will be held on.

Day : Tuesday - Thursday

Date : May 18, 2026 - May 20, 2026

Time : 08.00 AM until finished

Place : SMKN 1 Bengkulu city Sports Hall

Event : Inter-school sports competition in Bengkulu city

Considering the importance of this event, we highly expect the attendance of every school representative in Bengkulu city and request Punctuality.

Thus, we convey this invitation letter. Thank you for your attention and cooperation.

Sincerely,

(AIIP)

Secretary

(Grecia)

Acknowledged by,

Principal

(Isidari Harahap)

Government of Bengkulu Province  
Student Council Organization (OSIS)  
Smk Negeri 1 Bengkulu  
Jl. Pariwisata No. 12, Bengkulu City

Number : 021/OSIS/VIII/2026  
Attachment : 1 Sheet  
Subject : Invitation to Inter - School competition 2026

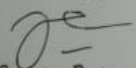
In Commemoration of Indonesia's Independence Day, we as the Student Council of Smk Negeri 1 Bengkulu would like to invite school representatives to participate in an inter-school competition that will be held on :

Day : Friday - Sunday  
Date : August 21<sup>st</sup>, 2026 - August 23<sup>rd</sup>, 2026  
Time : 08.00 a.m Until Finished  
Place : Hall and Field of Smk Negeri 1 Bengkulu  
Event : Inter-school competition in Bengkulu City

The competitions will include futsal, Volley ball, and tug of war, we hope that every school can send their representatives and attend on time.

Thus, we convey this invitation letter, Thank you for your attention and cooperation.

Sincerely,  
Chair person

  
Rendia Putra

Acknowledget by,  
Principal

  
Dcs. Hendra Wijaya, M.Ed

Secretary

  
Relva Ruspita Sari

NN

MINISTRY OF NATIONAL EDUCATION  
STATE POLYTECHNIC OF MALANG  
ELECTRICAL STUDENT ASSOCIATION  
Sokarno Hatta Street 9 P.O. Box 04 Malang city  
No Phone (0341) 404424 - 410744 - (PSMD) 24-10 Fax (0341)

15

No = 157/07 - HALAL Bihatal 12011  
lamp = 2 sheet  
Subject = invitation

Bengkulu, May 18, 2020

Dear HME Alumni  
ON SITE,

Yours Faithfully,

In connection with the holding of HALAL Bihatal with the theme "establishing communication and ties to strengthen the closeness of the extended family of the Malang State Polytechnic electrical engineering student Association on eid al-Fitr", by the Malang State Polytechnic electrical engineering student Association which will be held on:

day / date : Monday / September 13, 2020  
time : 09.00 - 13.30 WIB  
Program : Halal Bihatal 2020  
Place : Telecommunication engineering work shop, Malang state Polytechnic

We hereby look forward to your presence at the event.  
Thus this letter we express our gratitude for your willingness and participation. Thanks

General Chairman of HME

Dinda Inayah A.  
Nim. 0895000

Best regards  
Chief executive

Fina Miftahul A.  
Nim. 000880

G

Green Valley Senior High School  
J. Sudirman No. 29, Semarang 28111

16

Phone : (0761) 123 456

Email : greenvalley@gmail.com

Number : 15/PKS/VIII/2026

Subject : Invitation to Tree Planting Day

Dear Students,

We are happy to invite you to join our Tree Planting day. This activity to make our School greener. We hope all students can take part in this event.

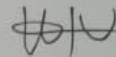
Day / Date : Saturday, August 15, 2026

Time : 08.00 am - 11.00 am.

Place : Green Valley Senior High School Garden

Please wear your sports uniform and bring a few of Plastic, Small shovel or gardening gloves. Together, we will plant trees and help protect our environment.

Your sincerely,



Nurul Maribainessi

Chairperson

SMKN 1 KOTABENGKULU  
JL. JATI SAWAH LEBAR  
Telephone number 567-252-130 FAX 567

06

Bengkulu, 1st of April 2026

NO : 001 / OSIS / VII / 2026

Subject : Student Council meeting

Attachment : 1 Page

To : All members of Student Council of SMK 01 Senior High School

Dear Students,

As the year of 2026 is coming to an end, we would like to invite you to the year-end Student Council meeting. The year-end Student Council meeting will be held on:

Day, Date : Wednesday, 3th of April 2026

Time : 15.00 Pm - 17.00 Pm

Location : Student Council Office

Agenda:

- Students' year-end event planning
- Bazaar's vendors discussion
- Activity and contest briefing
- Budget planning

The detailed Student Council meeting's schedule is attached on the next page. We look forward to your participation in this year-end event meeting.

Thank you very much.

Sincerely,



Dita Hariyanto  
(President of Student Council)

SHB

SMA HARAPAN BUNDA  
Jl. Dr. Sutomo No. 76 Bali

23

06

Telp. 567-252-130 / Fax. 567-252-130

No : 002 / OSIS / Harapan Bunda / VII / 2026

Bali, January 12 2026 2026

Subject : Student Council Meeting

Attachment : 1 Page

To : Students of Harapan Bunda

As the year of 2027 is coming, we would like to invite you to the end of the year student council meeting. The end of the year student meeting will be held on.

Day / Date : January 26, 2026

Time : 15.00 pm - 17.00 pm

Location : Student Council room

Agenda :

- Student end of the year event planning
- Bazar's Vendor Discussion
- Activity and contest briefing
- Budget planning

The detailed student council meeting schedule is attached on the next. We look forward to your participation in this year-end event meeting. Thank you so much for your attention.

Sincerely,



Fabrizio Pato Argana  
(Chairman of the Student)

Jm.C  
PELITA HATI

SMA PELITA HATI  
Jl. Ahmad Yani NO. 10, Cirebon  
phone : (022) 7654321  
email : journalism@sma pelitahati.sch.id

Cirebon, 9<sup>th</sup> of May 2026

Number : 018/JC-SMAPELITAHATI/IX/2026  
Subject : invitation to the journalism workshop  
to : the principal SMA Djaroen sampoerna

The journalism club of SMA pelita hati would like to invite your students to join our journalism workshop. This event is held to help students learn basic journalism skills. They will learn how to write simple news articles, interview people, and work together as a team. There will also be fun activities and group discussions.

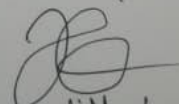
Date : Saturday, 26<sup>th</sup> of May 2026

Time : 08.00 a.m. - 12.00 p.m.

Venue : School library

We hope your school can send several students to join this workshop. We believe this activity will help students improve their writing and communication skills.

Sincerely,



Benedict Theo

Chairperson of the journalism club

### 3. Research Permission Letter

 **UNIVERSITAS MUHAMMADIYAH BENGKULU**  
**FAKULTAS KEGURUAN DAN ILMU PENDIDIKAN**  
Kampus I, Jl. Bali, Kampung Bali, Teluk Segara, Kota Bengkulu, 38119  
fkip.umb.ac.id  
fkip@umb.ac.id

(0736) 22765  
(0736) 26161

Nomor : 205 /SI/ DF-01/ IL.3.AU/ C/ 2026  
Lampiran : 1 (Satu) Berkas  
Perihal : Izin Penelitian

Kepada Yth.  
**Bapak/ Ibu Kepala Dinas PMPTSP Provinsi Bengkulu**  
di  
**Bengkulu**

*Asalamualaikum Wr .Wb*

Dalam rangka memperoleh data untuk penyusunan skripsi, kami mohon kiranya bapak/ibu dapat memberikan izin penelitian kepada mahasiswa kami sebagai berikut :

Nama : Dea Anjelena Fitri  
NPM : 2088203020  
Program Studi : Pendidikan Bahasa Inggris  
Fakultas : Keguruan dan Ilmu Pendidikan

Untuk melakukan penelitian dengan judul skripsi :  
**"Students' Difficulties in Writing Formal Invitation Letter at The Eleventh Grades of Vocational School 1 of Bengkulu City in Academic Year 2026".**

Tempat Penelitian : SMKN 1 Kota Bengkulu  
Objek Penelitian : Siswa Kelas XI  
Lama Penelitian : 29 April s/d 29 Mei 2026

Sebagai bahan pertimbangan kami lampirkan proposal skripsi yang telah di setuju oleh pembimbing.

Demikianlah surat ini kami sampaikan, atas bantuan dan kerjasama yang baik kami ucapkan terima kasih.

*Wassalamu'alaikum Wr. Wb*

Bengkulu, 24 April 2026  
An. Dekan  
Wakil Dekan I  
  
**Dr. Tomi Hidayat, M. Pd**  
NBK. 1501089141

umb.ac.id  
humas@umb.ac.id  
0822-3546-1991

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**UNIVERSITAS MUHAMMADIYAH BENGKULU**  
**FAKULTAS KEGURUAN DAN ILMU PENDIDIKAN**

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🌐 fkip.umb.ac.id  
✉ fkip@umb.ac.id

☎ (0736) 22765  
☎ (0736) 26161

Nomor : 285 /SI/ DF-01/ II.3.AU/ C/ 2026  
Lampiran : 1 (Satu) Berkas  
Perihal : Izin Penelitian

Kepada Yth.  
**Bapak/ Ibu Kepala Dinas Dikbud Provinsi Bengkulu**  
**di**  
**Bengkulu**

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Bengkulu, 24 April 2026  
An. Dekan  
Wakil Dekan I

**Dr. Tomi Hidayat, M. Pd**  
**NBK. 1501089141**

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## UNIVERSITAS MUHAMMADIYAH BENGKULU

### FAKULTAS KEGURUAN DAN ILMU PENDIDIKAN

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di  
Bengkulu**

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Bengkulu, 24 April 2026

An. Dekan  
Wakil Dekan I

**Dr. Tomi Hidayat, M. Pd**  
**NBK. 1501089141**

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#### 4. Research Documentation



