FRM/SPMI/ITHB/ADM/34/04

Revisi : 01

Tgl. Berlaku : 01 Jan 2020

**Mass Email/ SMS**

**Sending Request**

**Email Request Ref. No. : \_\_\_\_\_\_\_\_\_\_\_\_/20\_\_\_\_ to: itdept@ithb.ac.id**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Messages Type : □ Email □ SMS**

**From : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CC. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Importance : □ High/Urgent □ Normal □ Low**

**Content Description**

**Delivery Instruction**

**Requested by: Approved by: Send by :**

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

 **Director of Date:**

 **Send at: : am/pm**

**Form ADM/SMS-MAIL-BLAST-01/ITHB**