📄 HTML & CSS Letter Design Assignment

**🧭 Goal**

Design a **visually appealing and professional letter template** using **HTML & CSS**.  
You'll work on a **predefined HTML structure**, applying CSS creatively to style headers, content, and footers.

🔗 **Live Deployment Format:**  
https://services.apnasite.in/letter-assignments/[YourName\_AssignmentNumber]/preview.html

🔗 **GitHub Repository:**  
👉 <https://github.com/Apnasite/letter-assignments>

**📁 Folder Structure**

letter-assignments/

┣ 📂 designs/

┃ ┗ 📂 sample-code/

┃ ┣ 📂 css/

┃ ┃ ┗ style.css

┃ ┣ 📂 img/

┃ ┃ ┣ letter-logo.png

┃ ┃ ┗ org-logo.png

┃ ┣ 📂 fonts/

┃ ┣ 📜 index.html

┃ ┗ 📜 preview.html

┣ 📂 SubmittedAssignments/

┃ ┗ 📂 [YourName\_AssignmentNumber]/

┣ 📜 Letter Assignment.docx

┗ 📜 User Assignment Mapping.xlsx

**🧱 HTML Structure Instructions**

You are **only allowed to edit** the following part of preview.html:

<div class="letter-background">

<!-- ✅ Add your custom content or inner styling elements here -->

</div>

Do **not modify** anything outside this div.

**🎨 CSS Styling Guidelines**

Use **advanced and creative CSS** properties to achieve a clean, professional letter format.

**🎯 Goals per Section:**

**✅ 1. Background Styling**

* Use background-color, linear-gradient, or image backgrounds in .letter-background.

**✅ 2. Fonts**

* Use **custom web fonts** (Google Fonts or fonts folder).
* Use properties like font-family, font-size, font-weight, letter-spacing, line-height, text-align.

**✅ 3. Layout & Dimensions**

* Use **mm** for layout (widths, margins, paddings).
* Use **pt** for font size and borders.
* ❌ Do **not** use px, %, em, or rem.

**✅ 4. Header Styling**

* Style the logo, organization name, letter reference, and date.
* Use display, position, margin, padding, flex, text-transform, text-shadow.

**✅ 5. Body Styling**

* Structure: sender details, subject, salutation, message body, and signature.
* Maintain clear visual hierarchy using font weights and spacing.
* Use border, box-shadow, border-radius, line-height.

**✅ 6. Footer Styling**

* Style contact details (phone, email, website, address).
* Use subtle variations in font size, color, or layout for emphasis.

**🧪 CSS Property Checklist**

Use as many of these properties as possible:

* **Typography:**  
  font-family, font-size, font-style, text-align, letter-spacing, word-spacing, line-height
* **Color & Decoration:**  
  color, background-color, background-image, gradient, opacity, text-shadow
* **Spacing & Sizing:**  
  margin, padding, width, height, border, border-radius, box-shadow
* **Layout:**  
  display, flex, grid, position, float, z-index, gap
* **Transformations:**  
  transform, rotate, scale, translate, transition, animation
* **Print Optimization:**  
  Use @media print and standard **A4 size** layout (297mm width)

**🚀 Assignment Submission Process (with Git Commands)**

**🔁 1. Fork the Repository**

Go to:  
👉 <https://github.com/Apnasite/letter-assignments>  
Click the **Fork** button.

**💻 2. Clone Your Forked Repo**

git clone https://github.com/YOUR\_USERNAME/letter-assignments.git

cd letter-assignments

**📁 3. Create Your Assignment Folder**

mkdir SubmittedAssignments/YourName\_Assignment01

cp -r designs/sample-code/\* SubmittedAssignments/YourName\_Assignment01/

**🛠️ 4. Work on Your Design**

* Edit only preview.html and css/style.css inside your folder.
* Add new images, fonts if needed, in img/ and fonts/.

**✅ 5. Commit Your Work**

git add .

git commit -m "Added Letter Design Assignment - YourName\_Assignment01"

**⬆️ 6. Push to Your GitHub Repo**

git push origin main

**🔃 7. Raise a Pull Request**

* Go to your GitHub fork
* Click “Compare & Pull Request”
* Set base repo to Apnasite/letter-assignments
* Set head repo to YourUsername/letter-assignments
* Title: "Submitting Letter Assignment - YourName\_Assignment01"
* Click **Create Pull Request**

**🧾 Evaluation Criteria**

| **Evaluation Area** | **Weightage** |
| --- | --- |
| HTML Structure Adherence | ✅ |
| Creative Use of CSS Properties | ✅✅✅ |
| Professional Layout & Typography | ✅✅ |
| Visual Hierarchy & Readability | ✅✅ |
| Usage of mm and pt units | ✅ |
| Logo/Image Placement | ✅ |
| Proper Folder & File Naming | ✅ |
| Git Workflow (Commit, PR) | ✅✅ |
| Bonus: Use of Transitions/Animations | ⭐ Bonus |

**🧠 Reminder**

Your work reflects your skill and eye for detail.  
Design something that feels **official, clean, and modern**—just like a letter from a reputed organization.

✍️ **Example Submission:**  
https://services.apnasite.in/letter-assignments/Akshay\_Kamble\_01/preview.html