

# LETTER

Letters are still rarely written in Latex, even though its so simple and straight forward

The advantages are obvious, you get a standard layout (which can be changed if necessary), the output is in PDF-format.

## The letter class:

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To write letters use the standard document class ***letter***.

You can write multiple letters in one LaTeX file - start each one with `\begin{letter}` `{''recipient''}` and end with `\end{letter}`. You can leave *recipient* blank. Each letter consists of four parts.

1. Opening (like `\opening{Dear Sir or Madam,}` or `\opening{Dear Kate,}`).
2. Main body (written as usual in LaTeX). If you want the same body in all the letters, you may want to consider putting the entire body in a new command like `\newcommand{\BODY}{actual body}` and then using `\BODY` in all the letters.
3. Closing (like `\closing{Yours sincerely,}`).

LaTeX will leave some space after closing for your hand-written signature; then it will put your name and surname, if you have declared them.

4. Additional elements: post scripta, carbon copy and list of enclosures.

If you want your name, address and telephone number to appear in the letter, you have to declare them first signature, address and telephone.

The following is a sample code, which can be used for writing a letter in Latex.

```
\documentclass{letter}
\signature{Your name}
\address{Street \\ City \\ Country}
\begin{document}
\begin{letter}{Company name \\ Street\\ City\\ Country}
\opening{Dear Sir or Madam:}
\dots
\closing{Yours Faithfully,}
\ps{P.S. Here goes your ps.}
\encl{Enclosures.}
\end{letter}
\end{document}
```

Street  
City  
Country

August 15, 2007

Company name  
Street  
City  
Country

Dear Sir or Madam:

"Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

Yours Faithfully,

Your name

P.S. Here goes your ps.

encl: Enclosures

For more space before or after paragraphs, openings or closings use `\vspace{1cm}`.

## Using the *geometry* package

Here is a relatively simple envelope which uses the *geometry* package which is used because it vastly simplifies the task of rearranging things on the page (and the page itself).

```
% envelope.tex
\documentclass{letter}
\usepackage[left=1in,top=0.15in,papersize={4.125in,9.5in},landscape,twoside=false]{geometry}
```

```

\setlength\parskip{0pt}
\pagestyle{empty}

\begin{document}

FROM-NAME

FROM-STREET ADDRESS

FROM-CITY, STATE, \ ZIP

\vspace{1.0in}\large
\setlength\parindent{3.6in}

TO-NAME

TO-STREET ADDRESS

TO-CITY, STATE, \ ZIP

\end{document}

```

FROM-NAME  
FROM-STREET ADDRESS  
FROM-CITY, STATE, ZIP

TO-NAME  
TO-STREET ADDRESS  
TO-CITY, STATE, ZIP

A sample envelope to be printed in landscape mode.

Command	description
<code>\name{}</code>	
<code>\signature{}</code>	
<code>\address{}</code>	
<code>\location{}</code>	
<code>\telephone{}</code>	
<code>\makelabels</code>	
<code>\stopbreaks</code>	
<code>\startbreaks</code>	
<code>\opening{}</code>	
<code>\closing{}</code>	
<code>\cc{}</code>	Start a parbox introduced with <code>\ccname</code> :
<code>\encl{}</code>	Start a parbox introduced with <code>\enclname</code> :
<code>\ps</code>	Begins a new paragraph, normally at the close of the letter
<code>\stopletter</code>	(empty)
<code>\returnaddress</code>	(empty)
<code>\startlabels</code>	
<code>\mlabel{}{}</code>	
<code>\descriptionlabel{}</code>	
<code>\ccname</code>	"cc"
<code>\enclname</code>	"encl"
<code>\pagename</code>	"Page"
<code>\headtoname</code>	"To"
<code>\date{}</code>	Alter the date. See <i>datetime</i> package for alternative formattings.
<code>\today</code>	Long form date

Environment	Description
<code>letter{}</code>	See main article
Description	
Verse	
Quotation	
Quote	





