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Subject: template for HMGU-styled letter with  $\text{\LaTeX}$

March 17, 2016

Dear Madam, Mister,

the  $\text{\LaTeX}$  version of the template for HMGU-styled letter is configurable with the following elements:

- `\institute{name}` identify the name of the institute (or department);
- `\expeditor{title}{first-name}{last-name}{...}` identify the author of the letter and is written in the margin;
- `\adress{...}` contains the address of the lab;
- `\recipient{...}` contains information about the recipient (name, compagny or lab, address, etc.);
- `\newpart` creates a large vertical space to separate parts of the letter;
- `\newparagraph` creates a small vertical space to separate paragraphs in the letter;
- you can change the date by using the standard `\date` command (use `\today` for current date).

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This document needs the HMGU logo (file *hmg\_u\_color\_englisch.eps*) and the following packages:

- *fontenc* to create PDF with correct fonts (packages *cm-super* or *lmodern* are required to get a good result);
- *graphicx* to display images (here logos);
- *fancyhdr* to be able to modify headers and footers;
- *color* to provide colored fonts;
- *ifthen* to manage conditions;
- *helvet* to write with Helvetica font;
- *babel* with the english option to take into account the particularities of the language.

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The file named *hmgv-style.tex* is mandatory: it contains all the custom commands needed for compilation.

Logos are included in EPS format. Therefore, the compilation has to be done with the following commands: `latex`, `dvi2eps` et `ps2pdf`.

This document corresponds to the version in date of March 17, 2016. For all additional information, for bug report, or for suggestion, please send an email to [julien.pontabry@helmholtz-muenchen.de](mailto:julien.pontabry@helmholtz-muenchen.de).

Your sincerely,

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