

School of Robotics  
Lei Jun Science and Technology Building  
Wuhan University, Wuhan, 430072



Prof. Alan Turing  
Department of Computing  
University of Manchester  
Manchester, M13 9PL  
United Kingdom

12th January 2026

Dear Prof. Turing,

#### Unofficial WHU School of Robotics Letter Template

I am writing to share the unofficial  $\text{\LaTeX}$  letter template for the School of Robotics at Wuhan University. This template is adapted from the Oxford Mathematical Institute letter class, designed to provide a clean and professional layout for academic correspondence.

The template maintains the official visual identity of the university while offering the flexibility of  $\text{\LaTeX}$ . Key features include:

- **Official Branding:** Includes the Wuhan University logo.
- **Custom Footer:** Automatically includes contact details and address.
- **Easy Configuration:** Users can easily update their personal information in the preamble.

To use this template, simply edit the sender's information in the source file and compile it using or  $\text{pdfLaTeX}$   $\text{XeLaTeX}$ . It supports standard  $\text{\LaTeX}$  commands for equations, tables, and figures.

I hope this tool proves useful for students and faculty members in their daily communications.

Yours sincerely

Lai Wei  
Undergraduate Student, School of  
Robotics