



VANDERBILT  
College of Arts & Science  
Department of Economics

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March 22, 2022

To: Economics Professors  
Calhoun Hall  
Vanderbilt University Econ Dept

Dear Colleagues,

Good news! I have managed to create a LaTeX package reproducing Vanderbilt Department of Economics's letterhead. It works under the LaTeX standard letter style. The only difference with the layout of the official letterhead is the addition of the words "Department of Economics" to the department address in the footer.

I haven't tested all the combinations of options, please let me know if anything doesn't work as expected at my email [andrea.moro@vanderbilt.edu](mailto:andrea.moro@vanderbilt.edu).

The package distribution contains 5 files: `vandyletter.sty`, `cas04a.pdf`, `cas04acolor.pdf`, `vandyletter.tex` and `vandyletter.pdf`. The first three files are necessary. File `vandyletter.tex` is this document, which you can use as a template, and `vandyletter.pdf` its pdf version.

### Style options

The package comes with the following options (see below how to set the options in Scientific Word)/  
The default produces a color logo with address on the left.

**[no-logo]** for printing on pre-printed letterhead

**[addressright]** places your address to the right

**[color-logo]** prints vb's logo with the standard gold-v acorn

**[bw-logo]** prints vb's logo in black

**[britdate]** prints date as day-month-year

**[usesignature]** places the signature picture `signature.jpg` before your name at the end (you need to create and place this file in the same directory where your document is)

**[nofoot]** doesn't print the department's address in the footer of the first page (all pages except the first will print a page number)

**[printenvelope]** prints the address for an envelope

**[printlabel]** prints the address on a separate page

In the preamble of your file, you can specify the following:

```
\name{Sender's name} (required)
\telephone{phone number}
\email{email address}
\address{address row 1 \\address row 2 \\address row 3}
```

The declaration \address, if present, supercedes \\name \\telephone \\email and can be used to change the default to any content you like.

Enjoy! – Andrea

Sincerely,

Your Name