



VANDERBILT
College of Arts & Science
Department of Economics

Your Name
Phone: 615 555 5555
your.name@vanderbilt.edu
<http://your.address.html>

May 9, 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 adding the vandyletter package to a document with \LaTeX standard letter style.

I haven't tested all the combinations of options, please let me know if anything doesn't work as expected by sending me an email to andrea.moro@vanderbilt.edu.

The package distribution contains 5 files: vandyletter.sty, vandylogo.pdf, vandylogo-bw.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. 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