My Name
Phone: 615 555 5555
my.name@vanderbilt.edu
http://my.address.html

March 18, 2025

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. The Vandyletter package extends a document with LaTeX standard letter style of letter document class.

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 compiled pdf version. Optionally, you can add a signature.pdf to the same directory where your document is, and use the [usesignature] option to add your signature at the end of the document, on top of your printed name.

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 logo

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

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

[**usesignature**] places the signature picture signature.pdf 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, overrides \\name \\
telephone \\email and can be used to change the default to any content you like.

Enjoy! – Andrea

<div style="text-align:center">

Sincerely,

My Name

</div>