

Date: 22nd Jan 2023

Our reference: ABC123

Your reference: DEF456

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Subject: **What about a quantic leap?**

Encl.: [cucu.pdf](#)
[another.txt](#)

To: Prof. Franz Schulz
Rector magnificus
Address: University of Munich
Unterwasser straÙe, 42
Munich
Germany

Dear Franz,

I am writing this letter to let you know that an extraordinary event happened: we have a Quarto template/extension for EUROCONTROL letterhead!

This has not been an easy endeavour but with the help of StackOverflow we managed to get something working.

How to use it

You can use this extension as a template to create a letter. This is following the official letterhead setup of EUROCONTROL.

To do this, use the following command:

```
quarto use template eurocontrol/quarto-letter
```

This will install the extension and create an example `qmd` file that you can use as a starting place for your letter.

NOTE: please soon after the creation of your letter `qmd` file remember to render twice for the first time. The first time the necessary files below will be copied from the `_extension` folder and remain in the root directory of the document and be used for the following one.

You will see that there are few files hanging around:

- `preamble.tex`: all the definitions for the letterhead and header & footers are here.
It would be better to have them hidden from the final user but, alas, this is for some other time
- `worldflag_MC.tex`: this is the definition for the flag of Monaco, which is unfortunately missing from the `worldflags` package.

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Comprehensive Agreement States: Israel, Morocco.

We have signaled the issue with the author so at some time in the future this flag could be part of the standard set and not needed anymore in this extension.

- `signature.png`: this is the scan of the signature; please replace it with yours and/or adapt the YAML accordingly (you can avoid it altogether by simply removing the `signature:` line in the YAML)

Installation for existing document

You may also use this format with an existing Quarto project or document. From the quarto project or document directory, run the following command to install this format¹:

```
quarto install extension eurocontrol/quarto-letter
```

Filling with some text

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¹this is a footnote...



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Kind regards

Richard P. Feynman

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