

The easy-letter package

Introduction

The easy-letter package is a versatile and intuitive module designed to simplify the process of creating professional letters. It supports features such as multiple signatures, embedded images, footnotes, and enclosures, making it an ideal choice for both personal and business correspondence.

While traditional typesetting systems like LaTeX offer similar capabilities, they can be daunting for newcomers due to their complex syntax and steep learning curve. For users who are not familiar with such tools, crafting a polished document can quickly become a time-consuming and frustrating task.

The easy-letter package addresses these challenges by providing an accessible and customizable solution. With its user-friendly template, it empowers users to create visually appealing letters with ease, eliminating the need to grapple with intricate typesetting commands. Whether you are writing a formal business letter or personal correspondence, easy-letter ensures a streamlined experience without compromising on quality or professionalism.

Usage

The following example demonstrates how to generate a letter using the easy-letter package with the minimum required options:

```
#import "@preview/easy-letter:0.1.0": *

#show: easy-letter.with(
  sender: (
    name: "My Name",
    address: [My Address \
              My Town \
              My County \
              My Postcode]
  ),
  receiver: (
    name: "Your Name",
    address: [Your Address \
              Your Town \
              Your County \
              Your Postcode]
  ),
  date: datetime.today().display("[day padding:zero] [month
repr:long] [year repr:full]"),
  salutation: "Dear Name,",
  subject: "Subject of Letter",
```

```
closing: "Yours sincerely,"  
)
```

The text of your letter should be added here.

The easy-letter package has a number of parameters that can be used to customize the appearance of the letter. The following sections will describe the full range of mandatory and optional parameters available to the easy-letter package.

Required Parameters

- sender: dictionary

The name and address of the sender sent in as a dictionary with the following keys:

- name: str the name of the sender.
- address: str the address of the sender.

Example:

```
sender: (  
    name: "The Dimbleby Family",  
    address: [The Lodge \  
              Cheswick Village \  
              Middle Upton \  
              Bristol BS16 1GU]  
)
```

- receiver: dictionary

The name and address of the receiver sent in as a dictionary with the following keys:

- name: str the name of the receiver.
- address: str the address of the receiver.

Example:

```
receiver: (  
    name: "Evergreen Tree Surgeons",  
    address: [Midtown Lane \  
              Cheswick Village \  
              Stoke Gifford \  
              Bristol BS16 1GU]  
)
```

- date: str

The date of the letter. Any string or datetime string may be used.

Example:

```
date: "01 January 1970"
```

or

```
date: datetime.today().display("[day padding:zero] [month  
repr:long] [year repr:full]")
```

- `salutation: str`

The salutation of the letter.

Example:

```
salutation: "Gentlemen,"
```

- `subject: str`

The subject of the letter sent in as a string.

Example:

```
subject: "Pruning of Heritage Oak Trees in the Dimbleby Estate"
```

- `closing: str`

The closing of the letter sent in as a string.

Example:

```
closing: "Yours sincerely,"
```

Optional Parameters

- `signatures: array`

The signatures of the letter sent in as a list of dictionaries with the following keys:

- `name: str` the name of the signatory.
- `signature: function image` the image of the signatory's signature.

Note: The number of signatures is limited to three.

Default: `()`

Example:

```
signatures = (
    (
        name: "Lord Albus Dimbleby",
        signature: image("images/albus-sig.png")
    ),
    (
        name: "Lady Abigail Dimbleby",
        signature: image("images/abigail-sig.png")
    ),
    (
        name: "Sir Austin Dimbleby",
        signature: image("images/austin-sig.png")
    )
)
```

- enclosures: array

List of enclosures or attachments related to the letter. Each item in the list is a string.

Default: ()

Example:

```
enclosures = (
    "Photograph of storm damaged oak tree."
)
```

- enclosures_title: str

The title of the enclosures or attachments list. This allows the title of the enclosure list to be changed from the default `encl:` which is useful when the language of the letter is not English.

Default: `encl:`

Example:

```
enclosures-title: "இணைப்புகள்:" // Tamil for enclosures or
attachments
```

- figures: array

The figures or images related to the letter sent in as an array of dictionaries with the following keys:

- image: function image the image of the figure.
- caption: str the caption of the figure.

Default: ()

Example:

```
figures = (  
  (  
    image: image("images/storm-damaged-oak-tree.jpg", width: 80%),  
    caption: "Storm Damaged Oak Tree."  
  )  
)
```

- footer: array

The footer of the letter sent in as an array of dictionaries with the following keys:

- content: str the content of the footer.
- type: str data type one of string, email or link.

Default: ()

Example:

```
footer = (  
  (  
    content: "+44-117-555-5555",  
    type: "string"  
  ),  
  (  
    content: "dimblebyfamily@dimbleby.org",  
    type: "email"  
  ),  
  (  
    content: "https://dimbleby.org",  
    type: "link"  
  )  
)
```

- number-pages: bool

Whether to number the pages of the letter sent in as a boolean. Pages are numbered only from the second page onwards.

Default: false

Example:

```
number-pages: true
```

- paper-size: str

The paper size of the letter. Any of the paper sizes supported by Typst may be used.

Default: a4

Example:

```
paper-size: "a4"
```

- margins: dict

The margins of the letter sent in as a dictionary with the following keys:

- top: float the top margin of the letter.
- left: float the left margin of the letter.
- bottom: float the bottom margin of the letter.
- right: float the right margin of the letter.

Default: (top: 20mm, left: 20mm, bottom: 20mm, right: 20mm)

Example:

```
margins: (top: 20mm, left: 20mm, bottom: 20mm, right: 20mm)
```

- main-font: str

The font used for the main body of the letter.

Default: Libertinus Serif

Example:

```
main-font: "Noto Serif"
```

- main-font-size: length

The font size for the main body of the letter.

Default: 11pt

Example:

```
main-font-size: 11pt
```

- footer-font: str

The font used for the footer of the letter.

Default: DejaVu Sans Mono

Example:

```
footer-font: "Fira Mono"
```

- footer-font-size: length

The font size for the footer of the letter.

Default: 7pt

Example:

```
footer-font-size: 7pt
```

- caption-font: str

The font used for the captions of figures in the letter.

Default: Libertinus Serif

Example:

```
caption-font: "Source Sans Pro"
```

- caption-font-size: length

The font size for the captions of figures in the letter.

Default: 9pt

Example:

```
caption-font-size: 9pt
```

- footnote-font: str

The font used for the footnotes in the letter.

Default: Libertinus Serif

Example:

```
footnote-font: "Noto Serif"
```

- footnote-font-size: length

The font size for the footnotes in the letter.

Default: 8pt

Example:

```
footnote-font-size: 8pt
```

- `paragraph: dict`

The paragraph spacing and leading for the letter sent in as a dictionary with the following keys:

- `leading`: float the leading of the paragraphs.
- `spacing`: float the spacing between paragraphs.

Default: (`leading: 0.8em`, `spacing: 1.8em`)

Example:

```
paragraph: (leading: 0.8em, spacing: 1.8em)
```

- `link-color: str`

The color of hyperlinks in the letter.

Default: blue

Example:

```
link-color: maroon
```