

The letterloom package

Introduction

The letterloom package is a user-friendly, highly customizable template for creating professional letters with ease. Designed for both personal and business correspondence, it eliminates the complexities of traditional typesetting tools like LaTeX while maintaining a polished, professional output.

Key Features:

- **Multiple Signatures:** Easily include one or more signatures to accommodate joint communications or approvals.
- **Customizable Footnotes:** Add informative footnotes with options for personalized formatting.
- **Figures and Figure Captions:** Incorporate and label figures seamlessly for detailed correspondence.
- **Enclosures and Attachments:** Clearly list additional documents included with the letter.

Benefits:

- Simplifies the letter-writing process with an easy to use template.
- Avoids the steep learning curve associated with tools like LaTeX.
- Ensures professional-quality output without technical expertise.

Whether crafting formal business letters or personal correspondence, letterloom makes creating visually appealing documents straightforward and efficient.

Usage

Below is an example demonstrating how to create a letter using the letterloom package with the minimum required arguments:

```
#import "@preview/letterloom:0.1.0": *  
  
#show: letterloom.with(  
  from: (  
    name: "The Dimbleby Family",  
    address: [The Lodge \  
              Cheswick Village \  
              Middle Upton \  
              Bristol BS16 1GU]  
  ),
```

```

to: (
    name: "Evergreen Tree Surgeons",
    address: [Midtown Lane \
              Cheswick Village \
              Stoke Gifford \
              Bristol BS16 1GU]
),
date: datetime.today().display("[day padding:zero] [month
repr:long] [year repr:full]"),
salutation: "Gentlemen,",
subject: "Pruning of Heritage Oak Trees in the Dimbleby Estate",
closing: "Sincerely yours,",
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")
    )
)
)

```

Text of the letter goes here.

The letterloom package provides extensive customization options to help tailor your letters to specific needs. In the following sections, we will explore all mandatory and optional parameters in detail, showcasing their usage with examples to demonstrate their effects on the letter's appearance and functionality.

Required Parameters

- **from** `dictionary`

The sender's name and address, provided as a dictionary with the following keys:

name	<code>str</code>	The sender's name.
address	<code>content</code>	The sender's address.

Example:

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

- **to** `dictionary`

The receiver's name and address, provided as a dictionary with the following keys:

name	<code>str</code>	The receiver's name.
address	<code>content</code>	The receiver's address.

Example:

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

- **date** `str`

The date of the letter.

Examples:

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

or

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

- **salutation** `str`

The salutation or greeting in the letter.

Example:

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

- **subject** `str`

The subject of the letter.

Example:

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

- **closing** `str`

The closing line of the letter.

Example:

```
closing: "Sincerely yours,"
```

- **signatures** `array`

An array of dictionaries representing the signatures of the letter's signatories. Each dictionary contains the following keys:

name	<code>str</code>	The name of the signatory.
signature	<code>function</code> <i>optional</i>	The image function for the signatory's signature. If omitted, space is left for a physical signature.

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"  
  )  
)
```

Optional Parameters

- **enclosures** `array`

A list of descriptions for enclosures.

Example:

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

- **enclosures-title** `str`

The title for the list of enclosures, allowing localization. Defaults to "encl:".

Example:

```
enclosures-title: "இணைப்புகள்:" // Enclosures in Tamil
```

- **figures** `array`

A list of figures with the following keys:

image	<code>function</code>	The image function for the figure.
caption	<code>str optional</code>	The caption for the figure.

Example:

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

- **footer** `array`

A list of footer elements, each containing:

text	<code>str</code>	The footer text.
type	<code>str</code>	The type of footer element ("url", "email", or "string"). Defaults to "string".

Example:

```
footer = (  
  (  
    text: "+44-117-555-5555"  
  ),  
  (  
    text: "dimblebyfamily@dimbleby.org",
```

```
    type: "email"
  ),
  (
    text: "https://dimpleby.org",
    type: "url"
  )
)
```

- **number-pages** `bool`

Whether to include page numbers starting from the second page. Defaults to false.

Example:

```
number-pages: true
```

- **from-alignment** `alignment`

The alignment of the sender's address. Defaults to right.

Example:

```
from-alignment: left
```

- **paper-size** `str`

The paper size of the letter. Defaults to "a4".

Refer to [Typst's documentation on paper sizes](#) for more details on the paper sizes available.

Example:

```
paper-size: "us-letter"
```

- **margins** `auto` or `relative` or `dictionary`

Custom margins for the letter. Defaults to `auto`.

Refer to [Typst's margin documentation](#) for more details on how to set margins.

Example:

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

- **par-leading** `length`

The line spacing within paragraphs. Defaults to 0.8em.

Example:

```
par-leading: 1.0em
```

- **par-spacing** `length`

The spacing between paragraphs. Defaults to 1.8em.

Example:

```
par-spacing: 2.0em
```

- **main-font** `str`

The primary font used in the letter. Defaults to "Libertinus Serif".

Example:

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

- **main-font-size** `length`

The font size used for the body of the letter. Defaults to 11pt.

Example:

```
main-font-size: 12pt
```

- **caption-font** `str`

The font used for figure captions in the letter. Defaults to "Libertinus Serif".

Example:

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

- **caption-font-size** `length`

The font size used for figure captions in the letter. Defaults to 9pt.

Example:

```
caption-font-size: 10pt
```

- **footnote-font** `str`

The font used for footnotes in the letter. Defaults to "Libertinus Serif".

Example:

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

- **footnote-font-size** length

The font size used for footnotes in the letter. Defaults to 8pt.

Example:

```
footnote-font-size: 9pt
```

- **footer-font** str

The font used for the footer of the letter. Defaults to "DejaVu Sans Mono".

Example:

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

- **footer-font-size** length

The font size for the footer of the letter. Defaults to 7pt.

Example:

```
footer-font-size: 8pt
```

- **link-color** color

The color of hyperlinks in the letter. Defaults to blue.

Refer to [Typst's color documentation](#) for more details on how to specify colors.

Example:

```
link-color: maroon
```