The `letterloom` package

Introduction

The `letterloom` package is a user-friendly and customizable template designed to streamline the creation of professional letters. Whether for personal or business correspondence, it eliminates the challenges of traditional typesetting tools like LaTeX while delivering polished and professional results.

Key Features:

- **Multiple Signatures:** Effortlessly include one or more signatures for joint communications or approvals.

- **Customizable Footnotes:** Add informative footnotes with flexible formatting options.

- **Enclosures and Attachments:** Clearly specify additional documents included with the letter.

Benefits:

- Simplifies the letter-writing process with an intuitive template.

- Eliminates the steep learning curve of tools like LaTeX.

- Delivers professional-quality output without requiring technical expertise.

Whether you're preparing formal business correspondence or crafting a personal letter, `letterloom` makes creating visually appealing documents both straightforward and efficient.

Usage

The `letterloom` package offers several customization options, enabling you to tailor your letters to suit various needs.

In the sections that follow, we will delve into each parameter in detail, accompanied with an example of how to use it.

Getting Started

To get started, here is a straightforward example showcasing the minimum required arguments for using the `letterloom` package.

```
#import "@preview/letterloom:0.1.0": *

#show: letterloom.with(
  // Sender's contact information (name and address)
```

```
   from: (
     name: "Sender's Name",
     address: [Sender's Address]
   ),

   // Recipient's contact information (name and address)
   to: (
     name: "Receiver's Name",
     address: [Receiver's Address]
   ),

   // Letter date (automatically set to today's date)
   date: datetime.today().display("[day padding:zero] [month
 repr:long] [year repr:full]"),

   // Opening greeting (e.g., "Dear Mr Hawthorne,")
   salutation: "Dear Receiver's Name,",

   // Letter subject line
   subject: "Subject",

   // Closing phrase (e.g., "Yours sincerely,")
   closing: "Yours sincerely,",

   // List of signatories with their names
   signatures: (
     (
       name: "Sender's Name",
       // signature: image() // Add your signature image here
     )
   ),
 )

 // Write the body of your letter here
```

Mandatory Parameters

This section delves into the mandatory parameters of the `letterloom` package, which define key elements of a letter, including the sender, recipient, date, and signatures.

from `dictionary`

Specifies the sender's name and address in a dictionary format with the following keys:

name	`str` or `content`	The sender's name.
address	`content`	The sender's address.

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

Note: The sender's address is aligned to the right by default, but you can adjust it using the `from-alignment` parameter.

to `dictionary`

Defines the recipient's name and address in a dictionary format with the following keys:

| name | `str` or `content` | The receiver's name. |
| address | `content` | The receiver's address. |

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

date `str` or `content`

Specifies the letter's date in either string or content format.

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

or

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

For custom formatting options, refer to Typst's datetime formatting documentation.

salutation `str` or `content`

Sets the greeting for the letter in string or content format.

```
salutation: "Dear Mr Hawthorne,"
```

subject `str` or `content`

Specifies the subject line of the letter in string or content format.

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

closing `str` or `content`

Defines the closing phrase for the letter in string or content format.

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

signatures `array`

An array of dictionaries representing the signatories. Each dictionary may include the following keys:

name	`str` or `content`	The name of the signatory.
signature	`function` *optional*	The image function for the signatory's signature. If omitted a space is left for a physical signature.

```
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

The following optional parameters enable you to add additional fields like a list of cc recipients, an attention line, and a list of enclosures to your letter.

attn-name `str` or `content`

Specifies the attention line for a specific recipient.

Default: `none`

```
attn-name: "Mr Basil Hawthorne"
```

cc `array`

Lists recipients for carbon copy (cc).

Default: `none`

```
cc: "Mr Jethro Tull"
```

enclosures `array`

Specifies additional documents included with the letter.

Default: `none`

```
enclosures: (
    "Provenance of the Oak trees on the Dimbleby Estate."
)
```

enclosures-title `str` or `content`

Specifies the title for the list of enclosures, allowing localization.

Default: `"encl:"`

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

footer `array`

An array specifying footer elements, including text, URLs, and email links.

`footer-text` `str` The footer text.

`footer-type` `str` The type of footer element either `"url"`, `"email"`, or `"string"`. If the footer type is specified as `url` or `email` it will be rendered as a clickable hyperlink. The default footer type is `"string"`.

Default: `none`

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

Note: Footer content is center-aligned by default.

Page Settings

The following parameters allow you to customize the layout of the letter. Each parameter has a default value, which can be overridden to suit your preferences.

paper-size `str`

Specifies the paper size for the letter.

Default: `"a4"`

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

For additional details, refer to Typst's documentation on paper sizes.

margins `auto` or `relative` or `dictionary`

Sets the margins of the letter.

Default: `auto`

The default value of `auto` sets the margins automatically to 2.5/21 times the smaller dimension of the page. This results in a 25mm margin for an A4 page.

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

Refer to Typst's margin documentation for more information.

par-leading `length`

Defines the line spacing within paragraphs.

Default: `0.8em`

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

par-spacing `length`

Determines the spacing between paragraphs.

Default: `1.8em`

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

number-pages `bool`

Enables or disables page numbering, starting from the second page.

Default: `false`

```
number-pages: true
```

Note: Page numbers are always center-aligned.

Font Settings

These parameters allow you to customize the fonts used throughout the letter. Each parameter has a default font setting that can be changed as needed.

main-font `str`

Sets the font used for the main body of the letter.

Default: `"Libertinus Serif"`

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

main-font-size `length`

Sets the font size for the main body.

Default: `11pt`

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

footnote-font `str`

Sets the font used for footnotes.

Default: "Libertinus Serif"

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

footnote-font-size `length`

Sets the font size for footnotes.

Default: 7pt

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

footer-font `str`

Sets the font used for the footer.

Default: "DejaVu Sans Mono"

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

footer-font-size `length`

Sets the font size for the footer.

Default: 9pt

```
footer-font-size: 10pt
```

Additional Settings

These parameters provide options to align specific elements and change the color of hyperlinks.

from-alignment `alignment`

Sets the alignment of the sender's address.

Default: right

```
from-alignment: left
```

footnote-alignment `alignment`

Specifies the alignment of the footnote separator and footnotes.

Default: `left`

```
footnote-alignment: right
```

link-color `color`

Determines the color of hyperlinks in the letter.

Default: `blue`

```
link-color: maroon
```

Refer to Typst's documentation on colors for additional details.

Complete Example

Here, we provide a comprehensive example that uses the full range of features offered by the `letterloom` package. To aid understanding, the final rendered result is included for reference.

```
#show: letterloom.with(
  // Sender's contact information (name and address)
  from: (
    name: "The Dimbleby Family",
    address: [The Lodge \
              Cheswick Village \
              Middle Upton \
              Bristol BS16 1GU]
  ),

  // Recipient's contact information (name and address)
  to: (
    name: "Evergreen Tree Surgeons",
    address: [Midtown Lane \
              Cheswick Village \
              Stoke Gifford \
              Bristol BS16 1GU]
  ),

  // Letter date (automatically set to today's date)
  date: datetime.today().display("[day padding:zero] [month
repr:long] [year repr:full]"),

  // Salutation
```

```typ
  salutation: "Dear Mr Hawthorne,",

  // Subject
  subject: text(weight: "bold")[#smallcaps("Pruning of Heritage Oak
Trees in the Dimbleby Estate")],

  // Closing
  closing: "Sincerely yours,",

  // Signatures
  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")
    )
  ),

  // Attention line for specific recipient (optional)
  attn-name: "Mr Basil Hawthorne",

  // List of cc recipients (optional)
  cc: (
    "Mr Jethro Tull"
  ),

  // List of enclosures (optional)
  enclosures: (
    "Provenance of the Oak trees on the Dimbleby Estate."
  ),

  // Custom footer information (optional)
  footer: (
    (
      footer-text: "+44-117-555-5555"
    ),
    (
      footer-text: "dimblebyfamily@dimbleby.org",
      footer-type: "email"
    ),
    (
```

```
      footer-text: "https://dimbleby.org",
      footer-type: "url"
    )
  ),

  // Paper size (default: "a4")
  paper-size: "a4",

  // Page margins (default: auto)
  margins: (top: 20mm, left: 20mm, bottom: 20mm, right: 20mm),

  // Enable page numbering (default: false)
  number-pages: false,

  // Main font (default: "Libertinus Serif")
  main-font: "Noto Serif",

  // Main font size (default: 11pt)
  main-font-size: 11pt,

  // Footnote font (default: "Libertinus Serif")
  footnote-font: "Noto Serif",

  // Footnote font size (default: 7pt)
  footnote-font-size: 7pt,

  // Footer font (default: "DejaVu Sans Mono")
  footer-font: "Fira Mono",

  // Footer font size (default: 9pt)
  footer-font-size: 9pt,

  // Footnote alignment (default: left)
  footnote-alignment: right,

  // Link color (default: blue)
  link-color: maroon,
)

We are writing to request you to visit The Lodge at the Dimbleby
Estate in Cheswick Village to assess a stand of lordly Heritage Oak
Trees that have stood the test of time, but whose strength might
have been compromised by the wild squall that ripped through the
region last week. We are keen to avoid any danger to passers by from
weakened roots, branches, and sundry debris.

#show figure.caption: set text(font: "Source Sans Pro", size: 10pt)
#figure(
```

```
  image("images/storm-damaged-oak-tree.jpg", width: 80%),
  caption: [Storm Damaged Oak Tree.#footnote[This image was
generated using #link("https://deepai.org/machine-learning-model/
text2img")[DeepAI's image generator].]]
)
```

Your specific task would be to render the grove safe to human traffic while at the same time minimizing the residual damage to the trees. You would, of course, also undertake to clear the area thereafter.

Since this estate is jointly owned by the Dimbleby family, the signatures of all three of us appear in this letter to avoid any legal wrangles in the future.

Kindly contact our Head Groundsman, Mr Jethro Tull, on 0117-12345678. to fix an appointment to view the trees and give a quotation for the contemplated work.

Thank you kindly.

The Dimbleby Family
The Lodge
Cheswick Village
Middle Upton
Bristol BS16 1GU

23 June 2025

Attn: Mr Basil Hawthorne
Evergreen Tree Surgeons
Midtown Lane
Cheswick Village
Stoke Gifford
Bristol BS16 1GU

Dear Mr Hawthorne,

Pruning of Heritage Oak Trees in the Dimbleby Estate

We are writing to request you to visit The Lodge at the Dimbleby Estate in Cheswick Village to assess a stand of lordly Heritage Oak Trees that have stood the test of time, but whose strength might have been compromised by the wild squall that ripped through the region last week. We are keen to avoid any danger to passers by from weakened roots, branches, and sundry debris.

Figure 1: Storm Damaged Oak Tree.[1]

Your specific task would be to render the grove safe to human traffic while at the same time minimizing the residual damage to the trees. You would, of course, also undertake to clear the area thereafter.

Since this estate is jointly owned by the Dimbleby family, the signatures of all three of us appear in this letter to avoid any legal wrangles in the future.

Kindly contact our Head Groundsman, Mr Jethro Tull, on 0117-12345678. to fix an appointment to view the trees and give a quotation for the contemplated work.

Thank you kindly.

Sincerely yours,

ALBUS DIMBLEBY

Abigail Dimbleby

Austin Dimbleby

Lord Albus Dimbleby   Lady Abigail Dimbleby   Sir Austin Dimbleby

cc:
1. Mr Jethro Tull

encl:
1. Provenance of the Oak trees on the Dimbleby Estate.

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[1]This image was generated using DeepAI's image generator.

+44-117-555-5555   dimblebyfamily@dimbleby.org   https://dimbleby.org