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 facilitating 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 a formal business letter or a 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 on how to specify them. In cases where there are multiple ways to configure an option, links have been provided to the relevant section in Typst's documentation.

Required Parameters

- `from` `dictionary`

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

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

  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.

Default: `none`

Example:

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

- `enclosures-title`   `str`

  The title for the list of enclosures, allowing localization.

  Default: `"encl:"`

  Example:

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

- `figures`   `array`

  A list of figures with the following keys:

`image`	`function`	The image function for the figure.
`caption`	`str` *optional*	The caption for the figure.

  Default: `none`

  Example:

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

- `cc`   `str`

  The name of the carbon copy recipient.

  Default: `none`

  Example:

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

- `footer`   `array`

A list of footer elements, each containing:

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

Default: `none`

Example:

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

- **`number-pages`** `bool`

  Whether to include page numbers starting from the second page.

  Default: `false`

  Example:

  ```
  number-pages: true
  ```

- **`from-alignment`** `alignment`

  The alignment of the sender's address.

  Default: `right`

  Example:

  ```
  from-alignment: left
  ```

- **`paper-size`** `str`

The paper size of the letter.

Default: `"a4"`

Example:

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

Refer to Typst's documentation on paper sizes for more details on the paper sizes available.

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

Custom margins for the letter.

Default: `auto`

Example:

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

Refer to Typst's margin documentation for more details on how to set margins.

- `par-leading` `length`

The line spacing within paragraphs.

Default: `0.8em`

Example:

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

- `par-spacing` `length`

The spacing between paragraphs.

Default: `1.8em`

Example:

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

- `main-font` `str`

The primary font used in the letter.

Default: `"Libertinus Serif"`

Example:

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

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

  The font size used for the body of the letter.

  Default: `11pt`

  Example:

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

- **caption-font** `str`

  The font used for figure captions in the letter.

  Default: `"Libertinus Serif"`

  Example:

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

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

  The font size used for figure captions in the letter.

  Default: `9pt`

  Example:

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

- **footnote-font** `str`

  The font used for footnotes in the letter.

  Default: `"Libertinus Serif"`

  Example:

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

- **footnote-font-size** `length`

  The font size used for footnotes in the letter.

  Default: `8pt`

  Example:

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

- **footnote-alignment** `alignment`

  The alignment of the footnote separator and footnotes.

  Default: `left`

  Example:

  ```
  footnote-alignment: right
  ```

- **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: 8pt
  ```

- **link-color** `color`

  The color of hyperlinks in the letter.

  Default: `blue`

  Example:

  ```
  link-color: maroon
  ```

  Refer to Typst's color documentation for more details on how to specify colors.

Full-Featured Example

We have provided a full-featured example of a letter using the `letterloom` package along with the final result for your reference below.

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

// Sender
#let from = (
  name: "The Dimbleby Family",
  address: [The Lodge \
            Cheswick Village \
            Middle Upton \
            Bristol BS16 1GU]
)

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

// Signatures
#let 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
#let enclosures = (
  "Photograph of storm damaged oak tree."
)

// Figures
#let figures = (
```

```
  (
    image: 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].]]
  )
)

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

#show: letterloom.with(
  from: from,
  to: to,
  date: datetime.today().display("[day padding:zero] [month
repr:long] [year repr:full]"),
  salutation: "Gentlemen,",
  subject: text(weight: "bold")[#smallcaps("Pruning of Heritage Oak
Trees in the Dimbleby Estate")],
  closing: "Sincerely yours,",
  signatures: signatures,
  enclosures: enclosures,
  cc: "Mr Jethro Tull",
  figures: figures,
  footer: footer,
  footer-font: "Fira Mono",
  footer-font-size: 7pt,
  number-pages: true,
  footnote-alignment: right,
  paper-size: "a4",
  margins: (top: 20mm, left: 20mm, bottom: 20mm, right: 20mm),
  main-font: "Noto Serif",
  main-font-size: 11pt,
  caption-font: "Source Sans Pro",
  caption-font-size: 9pt,
  footnote-font: "Noto Serif",
```

```
  footnote-font-size: 7pt,
  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.

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

18 June 2025

Evergreen Tree Surgeons
Midtown Lane
Cheswick Village
Stoke Gifford
Bristol BS16 1GU

Gentlemen,

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.

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

Lord Albus Dimbleby   Lady Abigail Dimbleby   Sir Austin Dimbleby

cc: Mr Jethro Tull

encl:

1. Photograph of storm damaged oak tree.

Figure 1: Storm Damaged Oak Tree.[1]

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