

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

- name `str` the name of the sender.
- address `content` the address of the sender.

```

from: (
    name: "The Dimbleby Family",
    address: [The Lodge \
              Cheswick Village \

```

```
)
    Middle Upton \
    Bristol BS16 1GU]
```

- **to** `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` `content` the address of the receiver.

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

- **date** `str`

The date of the letter.

```
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.

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

- **subject** `str`

The subject of the letter.

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

- **closing** `str`

The closing of the letter.

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

- **signatures** `array`

The signatures are an array of dictionaries where each dictionary has the following keys:

- **name** `str` the name of the signatory.
- **signature** `none` or `function` optionally contains the image of the signatory's signature as an image function object. If a signature image is not provided a space will be left for the signature above the signatory's name.

```
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")  
    )  
)
```

## Optional Parameters

- **enclosures** `none` or `array`

The enclosures are an array of strings where each string is a description of an enclosure or attachment.

```
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
```

- from-alignment: alignment

The alignment of the sender's name and address in the letter.

Default: right

Example:

```
from-alignment: left
```

- 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://dimpleby.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
```

- `footnote-alignment: alignment`

The alignment of footnotes in the letter.

Default: `left`

Example:

```
footnote-alignment: right
```

- `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
```