

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.
- **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 correspondence or a personal letter, 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: "Dear Mr Hawthorne",
    subject: text(weight: "bold")[#smallcaps("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")
        )
    )
)
```

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 `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:

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

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

The date of the letter.

Examples:

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

or

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

Refer to [Typst's documentation on datetime formatting](#) for more details on how to format the date to your liking.

- **salutation** `str` or `content`

The salutation or greeting in the letter.

Example:

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

- **subject** `str` or `content`

The subject of the letter.

Example:

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

- **closing** `str` or `content`

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> or <code>content</code>	The name of the signatory.
signature	<code>function</code> <i>optional</i>	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

- **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.

- **number-pages** `bool`

Whether to include page numbers starting from the second page.

Default: `false`

Example:

```
number-pages: true
```

Note: Page numbers are always center aligned.

- **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
```

- **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.

- **from-alignment** `alignment`

The alignment of the sender's address.

Default: right

Example:

```
from-alignment: left
```

- **attn-name** `str` or `content`

Attention name to direct the correspondence to the relevant person or department.

Default: none

Example:

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

- **cc** `str` or `content`

The name of the carbon copy recipient.

Default: none

Example:

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

- **enclosures** `array`

An array containing elements of type `str` or `content` that describes each enclosure.

Default: none

Example:

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


- **enclosures-title** `str` or `content`

The title for the list of enclosures, allowing localization.

Default: "encl:"

Example:

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

Note: Figures are always placed at the end of the letter.

- **footer** `array`

A list of footer elements, each containing:

<code>footer-text</code>	<code>str</code>	The footer text.
<code>footer-type</code>	<code>str</code>	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`

Example:

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

Note: Footers are always center aligned.

Comprehensive letterloom Example and Output

Below, we present a comprehensive example demonstrating the capabilities of the letterloom package. This example showcases how to create a detailed and professionally styled letter by leveraging the package's features. For clarity and reference, the final rendered result is also included.

```
// Not strictly necessary but it is nice to have figure captions in
a smaller font size
#show figure.caption: set text(font: "Source Sans Pro", size: 9pt)

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

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

  // Attention
  attn-name: "Mr Basil Hawthorne",

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

  // Salutation
  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")
    )
),

// Carbon Copy
cc: "Mr Jethro Tull",

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

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

// Footer Font
footer-font: "Fira Mono",

// Footer Font Size
footer-font-size: 7pt,

// Number Pages
number-pages: false,

// Paper Size
paper-size: "a4",

// Margins
margins: (top: 20mm, left: 20mm, bottom: 20mm, right: 20mm),

// Main Font
main-font: "Noto Serif",
```

```
// Main Font Size
main-font-size: 11pt,

// Footnote Font
footnote-font: "Noto Serif",

// Footnote Font Size
footnote-font-size: 7pt,

//Footnote Alignment
footnote-alignment: right,

//Link Color
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.

```
#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

20 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,

Handwritten signature of Lord Albus Dimbleby in a stylized, slightly cursive font.

Lord Albus Dimbleby

Handwritten signature of Lady Abigail Dimbleby in a cursive script.

Lady Abigail Dimbleby

Handwritten signature of Sir Austin Dimbleby in a cursive script.

Sir Austin Dimbleby

cc: Mr Jethro Tull

encl:

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