

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.
- **Internationalization Support:** Customize labels and text for different languages and regions.

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.
- Supports multilingual documents with customizable labels.

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 extensive customization options, enabling you to tailor your letters to suit various needs and preferences.

In the sections that follow, we will explore each parameter in detail, accompanied by practical examples demonstrating their usage.

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 covers the mandatory parameters of the letterloom package, which define the essential elements of a letter including the sender, recipient, date, and signature.

from dictionary

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

name	<code>str</code> or <code>content</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]  
)
```

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	<code>str</code> or <code>content</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` or `content`

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

Examples:

```
// Simple string format  
date: "01 January 1970"
```

```
// Dynamic date using Typst's datetime functions
date: datetime.today().display("[day padding:zero] [month repr:long]
[year repr:full]")

// Custom formatted date
date: datetime.today().display("[weekday repr:long], [day] [month
repr:long] [year]")
```

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.

Examples:

```
// Standard business salutation
salutation: "Dear Mr Hawthorne,"

// Formal salutation
salutation: "To Whom It May Concern,"

// Personal salutation
salutation: "Dear John,"
```

subject `str` or `content`

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

Examples:

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

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

// Subject with emphasis
subject: [Re: #emph[Urgent] Tree Maintenance Request]
```

closing `str` or `content`

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

Examples:

```
// Formal business closing
closing: "Yours sincerely,"

// Less formal closing
closing: "Best regards,"

// Personal closing
closing: "With warmest regards,"
```

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

Examples:

```
// Single signature
signatures: (
  (
    name: "Lord Albus Dimbleby",
    signature: image("images/albus-sig.png")
  )
)

// Multiple 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"
    // No signature image - space left for physical signature
  )
)
```

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 within an organization.

Default: `none`

Example:

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

cc `array`

Lists recipients for carbon copy (cc). Can be a single string or an array of strings.

Default: `none`

Examples:

```
// Single cc recipient
cc: "Mr Jethro Tull"

// Multiple cc recipients
cc: (
  "Mr Jethro Tull",
  "Ms Sarah Green",
  "Dr Robert Brown"
)
```

enclosures `array`

Specifies additional documents included with the letter. Can be a single string or an array of strings.

Default: `none`

Examples:

```
// Single enclosure
enclosures: "Provenance of the Oak trees on the Dimbleby Estate."

// Multiple enclosures
enclosures: (
  "Provenance of the Oak trees on the Dimbleby Estate.",
```

```
"Photographs of storm damage.",  
"Insurance claim form."  
)
```

enclosures-title `str` or `content`

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

Default: "encl:"

Examples:

```
// Default English  
enclosures-title: "encl:"  
  
// Custom English  
enclosures-title: "Enclosures:"  
  
// Internationalization examples  
enclosures-title: "இணைப்புகள்:" // Tamil  
enclosures-title: "Pièces jointes:" // French  
enclosures-title: "Anexos:" // Spanish  
enclosures-title: "Anlagen:" // German
```

Note: This parameter is particularly useful for creating letters in different languages or for organizations with specific formatting requirements.

footer `array`

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

footer-text	<code>str</code>	The footer text.
footer-type	<code>str</code>	The type of footer element: "url", "email", or "string". If specified as "url" or "email", it will be rendered as a clickable hyperlink. Default 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: 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"

Examples:

```

paper-size: "a4"           // A4 (210 × 297 mm)
paper-size: "us-letter"    // US Letter (8.5 × 11 in)
paper-size: "legal"        // Legal (8.5 × 14 in)

```

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 25 mm margin for an A4 page.

Examples:

```

// Automatic margins (default)
margins: auto

// Uniform margins
margins: 20mm

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

```



```
// Asymmetric margins
margins: (top: 25mm, left: 30mm, bottom: 25mm, right: 30mm)
```

Refer to [Typst's margin documentation](#) for more information.

par-leading `length`

Defines the line spacing within paragraphs.

Default: 0.8em

Examples:

```
par-leading: 0.8em // Tight spacing
par-leading: 1.0em // Normal spacing
par-leading: 1.2em // Loose spacing
```

Note: You may need to change this setting to suit the font and font size used for the body of the letter.

par-spacing `length`

Determines the spacing between paragraphs.

Default: 1.8em

Examples:

```
par-spacing: 1.5em // Compact paragraphs
par-spacing: 1.8em // Standard spacing
par-spacing: 2.0em // Relaxed spacing
```

Note: You may need to change this setting to suit the font and font size used for the body of the letter.

number-pages `bool`

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

Default: false

Examples:

```
number-pages: false // No page numbers
number-pages: true  // Page numbers on second page onwards
```

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"

Examples:

```
main-font: "Libertinus Serif" // Default serif font
main-font: "Noto Serif"      // Google's Noto Serif
main-font: "Times New Roman" // Classic serif
main-font: "Arial"           // Sans-serif option
```

main-font-size `length`

Sets the font size for the main body.

Default: 11pt

Examples:

```
main-font-size: 10pt // Smaller text
main-font-size: 11pt // Standard size
main-font-size: 12pt // Larger text
```

footnote-font `str`

Sets the font used for footnotes.

Default: "Libertinus Serif"

Examples:

```
footnote-font: "Libertinus Serif" // Match main font
footnote-font: "Noto Serif"       // Alternative serif
footnote-font: "DejaVu Sans"     // Sans-serif option
```

footnote-font-size `length`

Sets the font size for footnotes.

Default: 7pt

Examples:

```
footnote-font-size: 6pt // Very small
footnote-font-size: 7pt // Standard size
footnote-font-size: 8pt // Larger footnotes
```

footer-font `str`

Sets the font used for the footer.

Default: "DejaVu Sans Mono"

Examples:

```
footer-font: "DejaVu Sans Mono" // Monospace default
footer-font: "Fira Mono"        // Modern monospace
footer-font: "Courier New"      // Classic monospace
footer-font: "Arial"            // Sans-serif option
```

footer-font-size `length`

Sets the font size for the footer.

Default: 9pt

Examples:

```
footer-font-size: 8pt // Smaller footer
footer-font-size: 9pt // Standard size
footer-font-size: 10pt // Larger footer
```

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

Examples:

```
from-alignment: left    // Left-aligned sender address
from-alignment: right   // Right-aligned sender address (default)
from-alignment: center  // Center-aligned sender address
```

footnote-alignment alignment

Specifies the alignment of the footnote separator and footnotes.

Default: left

Examples:

```
footnote-alignment: left  // Left-aligned footnotes (default)
footnote-alignment: right // Right-aligned footnotes
footnote-alignment: center // Center-aligned footnotes
```

link-color color

Determines the color of hyperlinks in the letter.

Default: blue

Examples:

```
link-color: blue           // Typst's blue #0074d9 (default)
link-color: maroon         // Typst's maroon #85144b
link-color: rgb(0, 100, 200) // Custom RGB color
```

Refer to [Typst's documentation on colors](#) for additional details.

Complete Example

Here, we provide a comprehensive example that demonstrates the full range of features offered by the letterloom package. This example showcases all the customization options available:

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

26 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:

1. Mr Jethro Tull

encl:

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