

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 illustrated 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 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 Dimpleby 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	<code>str</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]  
)
```

- **to** `dictionary`

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

name	<code>str</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`

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` or `content`

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	<code>str</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
```

- **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.

- **from-alignment** `alignment`

The alignment of the sender's address.

Default: right

Example:

```
from-alignment: left
```

- **attn-name** `str`

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

Default: none

Example:

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

- **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 or content 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 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"  
  )  
)
```

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 Dimpleby 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 Dimpleby",  
    signature: image("images/albus-sig.png")  
  ),  
  (  
    name: "Lady Abigail Dimpleby",  
    signature: image("images/abigail-sig.png")  
  ),  
  (  
    name: "Sir Austin Dimpleby",  
    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: "Dear Mr Hawthorne,",
  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

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.

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

Abigail Dimbleby

Lady Abigail Dimbleby

Austin Dimbleby

Sir Austin Dimbleby

cc: Mr Jethro Tull

encl:

1. Photograph of storm damaged oak tree.



Figure 1: Storm Damaged Oak Tree.¹

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