

3245 Foo St.
Gnu York
USA

July 6, 2004

Sam Jones
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Deer John,

This is the basic \LaTeX letter class. It uses the classic formal letter layout, and is quite simple. It has most of the features of the **article** class, such as the `enumerate`, etc., environments and `table/array` capabilities.

This template is for the people who say “oh, \TeX is clearly good for long reports and stuff, but writing a letter’s heaps easier in Word”. I hope you’ll agree the time saved *not* setting up margins and indents, *ad nauseum* every time you need to write a letter, more than tips to balance in \LaTeX ’s favour.

Sincerely,

Larry User

cc: Tinker
Evers
Chance

encl: Résumé
References

PS How 'bout this letter class?

PPS Don't forget to look at `scrlettr2`, the KOMA-Script letter class, as well.

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Albert Bensimon
Adelaide, SA
AUSTRALIA 5001

To whom-ever it may or may not concern,

You could keep all of your correspondence to a single person in a single document. If you really wanted. Don't forget to check out the envelope labels on the last page...but be warned: they're not very fancy!

If you don't want the next bit indented so much (or at all!), you can set the length with a `\setlength{\longindentation}{0pt}`.

Sincerely,

Larry User

ps: Don't use the other KOMA-Script letter class (`scrlettr`)—it is obsolete!

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