

# The ECULetter class\*

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## Abstract

The ECULetter class provides a personalized ECU letterhead in a LaTeX environment. It also includes commands for elements of letters and memoranda written on the letterhead.

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\*This document corresponds to ECULetter v2.0, dated 2017/09/12.

# 1 Introduction

The `ECULetter` class formats the document on official-looking ECU letterhead. It also provides macros to format letters and memos on the letterhead. User settings can be included in a file `ECULetterDefs.cfg` in the latex path.

## 2 Usage

### 2.1 Class Declaration and Options

`\documentclass` The class declaration statement is

```
\documentclass[\langle options \rangle]{ECULetter}
```

The following options are valid:

**bw** Use black and white graphics for the letterhead.

**color** Use color graphics for the letterhead (set by default).

**memo** Write the memo header to the first page.

**noletterhead** Do not write the letterhead to the first page.

**usa** Include USA at the end of the postal address (set by default).

**USA** Synonym for **usa**.

**nousa** Do not include USA at the end of the postal address.

**noUSA** Synonym for **nousa**.

All other options are passed to the `article` class (*n.b.*, not the letter class), upon which this class is based. The `article` class option `twocolumn` is not compatible with `ECULetter` and is silently ignored.

### 2.2 Required Packages

The `ECULetter` class loads the packages `geometry`, `graphicx`, `color`, `fancyhdr`, `lastpage`, and `ragged2e`. Commands from each of these packages may be used in the document. Use the `\geometry` command from the `geometry` package to adjust the document layout and paper size (which defaults to `letterpaper`).

### 2.3 Required Graphics Files

The `ECULetter` class requires three graphics files to be placed within the latex (`graphicx`) path: `ECULogo2017` (color ECU logo, 2017 version), `ECULogo2017BW` (black and white ECU logo, 2017 edition), and `signature` (signature image). These files may be in any format accessible to the `graphicx` package (with the appropriate extensions) and the files in the latex path may be symlinks.

## 2.4 Letterhead Content

The letterhead content is set with commands that begin with `\lh...`. Omitting any of these definitions or defining it as empty (`{}`) or whitespace-only (`{ }`) results in that item being omitted from the letterhead. The letterhead content is usually defined in the configuration file `ECULetterDefs.cfg` or in the document preamble.

`\lhname` The author's name on the letterhead is set with

`\lhname {\langle Author Name \rangle}`

where `\langle Author Name \rangle` is the name as it appears at the top of the letterhead. Remember to use a backslash (`\`) after periods following initials to prevent end-of-sentence spacing (for example, `John H.\ Doe`).

`\lhdegree` The author's degree on the letterhead is set with

`\lhdegree {\langle Deg \rangle}`

where `Deg` is the degree abbreviation as it appears after the author's name on the letterhead. The degree is only written to the letterhead if `\lhname` is defined.

`\lhtitle` The author's title on the letterhead is set with

`\lhtitle {\langle Title \rangle}`

where `\langle Title \rangle` is the title (*e.g.* Associate Professor) on the letterhead. The title is only written to the letterhead if `\lhname` is defined.

`\lhECUaddress` The department address on the letterhead is set with

`\lhECUaddress {\langle address \rangle}`

where `\langle address \rangle` is the campus portion of the address on the letterhead. The `\langle address \rangle` can contain formatting and line breaks. The `\langle address \rangle` field can be used to format a departmental letterhead (with `\lhname` left undefined).

`\lhECUPostal` The macro `\ECUPostal` gives the portion of the postal address after the departmental address. This macro is defined as

East Carolina University | Greenville, NC 27858-4353

and can be redefined with `\renewcommand{\lhECUPostal}{\langle New Address \rangle}`.

`\lhphone` The telephone number on the letterhead is set with

`\lhphone {\langle xxx-xxx-xxxx \rangle}`

where `\langle xxx-xxx-xxxx \rangle` is the telephone number. Note that it can be formatted in as desired, *e.g.* (123) 456-7890 or 123.456.7890.

`\lhfax` The fax number on the letterhead is set with

`\lhfax {\langle xxx-xxx-xxxx \rangle}`

where `\langle xxx-xxx-xxxx \rangle` is the fax number. Note that it can be formatted in as desired, *e.g.* (123) 456-7890 or 123.456.7890.

`\lhemail` The E-mail address on the letterhead is set with

`\lhemail {<pirateid@ecu.edu>}`

where `<pirateid@ecu.edu>` is the E-mail address.

`\lhwww` The web page URL on the letterhead is set with

`\lhwww {<ecurl.ecu.edu>}`

where `<ecurl.ecu.edu>` is the URL as should appear on the letterhead.

## 2.5 Memo Header Content

If the document is a memo, these commands, usually included in the document preamble, format the memo header.

`\memotitle` The macro `\memotitle` gives the label MEMORANDUM at the top of the memo header and can be redefined with `\renewcommand{\memotitle}{<newtitle>}`.

The TO, FROM, DATE, and SUBJECT listings in the header are formatted using a `tabular` environment with the labels on the left and the appropriate fields on the right.

`\memotolabel` The macro `\memotolabel` gives the label TO: in the memo header and can be redefined with `\renewcommand{\memotolabel}{<newlabel>}`.

`\memoto` The recipient of the memo is defined with

`\memoto {<therecipient>}`

where `<therecipient>` is the name listed in the TO-field of the memo header (TO: therecipient). Note that a second line (for example the recipient's title) can be included by specifying

`\memoto{<therecipient> \& <line 2>}`

`\memofromlabel` The macro `\memofromlabel` gives the label FROM: in the memo header and can be redefined with `\renewcommand{\memofromlabel}{<newlabel>}`.

`\memofrom` The sender of the memo is defined with

`\memofrom {<thesender>}`

where `<thesender>` is the name listed in the FROM-field of the memo header (FROM: thesender). Note that a second line (for example the sender's title) can be included by specifying

`\memofrom{<thesender> \& <line 2>}`

If `\memofrom` is not specified in the document, it defaults to the author's name on the letterhead as specified by `\lhname`.

`\memodatelabel` The macro `\memodatelabel` gives the label DATE: in the memo header and can be redefined with `\renewcommand{\memodatelabel}{<datelabel>}`.

`\memodate` The date of the memo is defined with

`\memodate {<date>}`

where  $\langle date \rangle$  is date to be used in in the DATE-field of the memo header (DATE: date). If `\memodate` is not supplied, it is replaced by `\today`.

`\memosubjlabel` The macro `\memosubjlabel` gives the label SUBJECT: in the memo header and can be redefined with `\renewcommand{\memosubjlabel}{\langle subjectlabel \rangle}`.

`\memosubject` The subject of the memo is defined with

`\memosubject {\langle subject text \rangle}`

where  $\langle subject text \rangle$  is used in in the SUBJECT-field of the memo header (SUBJECT: subject text). Normally the  $\langle subject text \rangle$  would fit in a one-line, regular-width table file. A second line for the subject text can be included by specifying

`\memosubject{\langle subject text \rangle \& \langle line 2 \rangle}`

Another possibility to extend the subject text is to place it inside a `minipage` environment.

## 2.6 Other Formatting

These preamble commands format other parts of the letter.

`\ptwohead` An optional header included after the first page is defined with

`\ptwohead {\langle header text \rangle}`

If `\ptwohead` is not supplied, it defaults to the author's name on the letterhead as specified by `\lhname`.

## 2.7 Letter commands in the main document

These commands are used in the body of the document to format the letter.

`\letterhead` The letterhead is written to the document using the content defined in the preamble with `\letterhead`. The `\letterhead` command should be the first thing written on the page. This is done by default, unless the `noletterhead` class option is given. The `\letterhead` command allows the letterhead to be written to other pages (*e.g.*, when the file contains multiple letters).

`\memohead` The memo header is written to the document using the content defined in the preamble with `\memohead`. The memo header is written to the first page when the `memo` class option is given. The `\memohead` command allows the memo header to be written to other pages.

`\iaddress` The inside address of the letter is included with

`\iaddress {\langle address \& of \& recipient \rangle}`

This is usually the first command given in the body of the letter (but not for a memo) after the `\letterhrad` command. The inside address is usually followed with the date, either using `\today` or the appropriate date text.

`\greeting` The greeting in the letter is included with

`\greeting {\langle greeting text \rangle}`

	For example, <code>\greeting{Dear Jane:}</code> would format the greeting text “Dear Jane:” on the left margin of the letter. The <code>\greeting</code> command usually follows the date.
<code>\closing</code>	The closing of the letter is given by <code>\closing {&lt;closing text&gt;}</code> for a closing statement with name below and space for a handwritten signature. The command <code>\closingsig [(&lt;sigwidth&gt;)] {&lt;closing text&gt;}</code> inserts the graphic in the file <code>signature</code> into the signature space between the closing text and the closing name. The optional argument <code>&lt;sigwidth&gt;</code> sets the width of the signature graphic with default value <code>1.75in</code> . The file <code>signature</code> may be in any format accessible to the <code>graphicx</code> package. The default name used below the closing is the letterhead name specified by <code>\lhname</code> , but it can be set with <code>\closingname {&lt;closing name&gt;}</code> . The <code>&lt;closing name&gt;</code> may include formatting commands and line breaks (for titles, <i>etc.</i> ).
<code>\closingsig</code>	
<code>\closingname</code>	
<code>afterclose</code>	The <code>afterclose</code> environment allows the letter postscript (P.S.), enclosure, and carbon copy statements. The command <code>\ps</code> will format a postscript statement (P.S.) and format the text following it to have a hanging indent. The command <code>\encl</code> will format an enclosure statement with the list of enclosed documents following the command. A short enclosure list can be separated by commas, or a longer list can be separated by linebreaks. The command <code>\cc</code> will format the carbon copy statement “cc:” and format the text following it to have a hanging indent. Alternate copy statements <code>\CC</code> (for “CC:”), <code>\pc</code> (for “pc:”), and <code>\PC</code> (for “PC:”) are also defined. The <code>afterclose</code> environment is based on the <code>latex description</code> environment, so additional items can easily be provided with <code>\item[&lt;label:&gt;]</code> .
<code>\ps</code>	
<code>\encl</code>	
<code>\cc</code>	
<code>\CC</code>	
<code>\pc</code>	
<code>\PC</code>	

## 2.8 User Definitions

The class reads user definitions from the file `ECULetterDefs.cfg` placed within the latex path. Definitions in this file may be overridden on an *ad-hoc* basis with commands in the document preamble. Examples of useful user definitions include letterhead content definition commands so frequently-used values do not have to be specified in each document.

## 3 Sample Files

This section includes sample files for use with the `ECULetter` class. The first sample file is a configuration file for storing default user settings. The second sample file is a document template for a letter. The third sample file is a document template for a memo.

### 3.1 Sample User Configuration File

```
% This is a sample user configuration file for use with the ECULetter
% class. Save this file with name ECULetterDefs.cfg, and save it
% somewhere in the latex path. The ECULetter class reads this file and
% executes the commands within it at the end. Add commands to define
% letterhead parameters for the user. Omit a command to leave the
```

```

% parameter undefined, leaving it off of the letterhead.
%
% First define the name on the letterhead.
\lhname{John Q.\ Doe}
%
% Define the degree: Ph.D., M.D., Ed.D., etc.
\lhdegree{Ph.D.}
%
% Define the title: Professor, Head Honcho, etc.
\lhtitle{Associate Professor}
%
% Define the departmental/campus address.
\lhECUaddress{Department of Physics \textbar\ Mail Stop 563}
%
% Define the telephone number. You can use different formats for the
% number if desired.
\lhphone{252-867-5309}
%
% Define the fax number. Again, use the desired telephone number format.
\lhfax{252-328-6314}
%
% Define the E-mail address.
\lhemail{piratepd@ecu.edu}
%
% Define the web page.
\lhwww{myweb.ecu.edu/piratepd}

```

### 3.2 Sample Document Template for Letter

```

% This is a sample document template for a memo using the ECUletter class.
\documentclass[ ]{ECUletter}

\begin{document}
\today

% Insert inside address in brackets below. Include linebreaks (\\).
\iaddress{Address\\ of\\ Recipient}

% Insert the complete greeting with name and punctuation in brackets
% below.
\greeting{Dear Recipient:}

% Begin body of the letter below.

% The following creates the closing. Include the closing text in the
% brackets. Use \closing to sign by hand and \closingsig to use the
% scanned signature in the file signature.pdf (stored in the latex path).

```

```

\closing{Sincerely}

% \closingsig{Sincerely}

% Uncomment commands below to include afterclose items.
% \begin{afterclose}
%
% \ps
%
% \cc
%
% \encl
%
% \end{afterclose}

\end{document}

```

### 3.3 Sample Document Template for Memo

```

% This is a sample document template for a memo using the ECULetter class.
\documentclass[memo]{ECULetter}

% Define memo parameters.
\memoto{Patricia T.\ Pirate}
% Include a two-line version with the following:
% \memoto{Patricia T.\ Pirate, Chair\ & Tailgating Committee}

% The following defines the FROM field. Omit it to use the letterhead
% name instead.
\memofrom{P.\ D.\ the Pirate}
% Include a two-line version with the following command.
% \memofrom{P.\ D.\ the Pirate, Chair\ & Trebuchet Committee}

\memosubject{Saturday Activities}

% The following defines the DATE field. Use any date format desired.
% Omit the command to use \today.
\memodate{October 31, 2017}

\begin{document}
%Begin body of the memo below.

% Uncomment commands below to include afterclose items.
% \begin{afterclose}

% \ps

% \cc

```



```
% \encl

% \end{afterclose}

\end{document}
```

## 4 Implementation

Define boolean parameters to implement class options.

```
1 \newif\if@bw
2 \@bwfalse

3 \newif\if@usa
4 \@usatrue

5 \newif\if@printletterhead
6 \@printletterheadtrue

7 \newif\if@printmemohead
8 \@printmemoheadfalse

9 \newif\if@sizegiven
10 \@sizegivenfalse
```

Declare options

```
11 \DeclareOption{bw}{\@bwtrue}
12 \DeclareOption{color}{\@bwfalse}
13 \DeclareOption{memo}{\@printmemoheadtrue}
14 \DeclareOption{noletterhead}{\@printletterheadfalse}
15 \DeclareOption{usa}{\@usatrue}
16 \DeclareOption{USA}{\@usatrue}
17 \DeclareOption{nousa}{\@usafalse}
18 \DeclareOption{noUSA}{\@usafalse}
```

The ECULetter class is based on the article class, not the letter class. Pass font size options to article class.

```
19 \DeclareOption{10pt}{
20   \@sizegiventrue
21   \PassOptionsToClass{10pt}{article}
22 }
23 \DeclareOption{11pt}{
24   \@sizegiventrue
25   \PassOptionsToClass{11pt}{article}
26 }
27 \DeclareOption{12pt}{
28   \@sizegiventrue
29   \PassOptionsToClass{12pt}{article}
30 }
```

Declare confliction article class options as `\OptionNotUsed`.

```

31 \DeclareOption{twocolumn}{\OptionNotUsed}

```

Pass all undefined options to the article class.

```

32 \DeclareOption*{%
33   \PassOptionsToClass{\CurrentOption}{article}%
34 }

```

Process options.

```

35 \ProcessOptions\relax

```

If the font size option is not given, use 11pt as default instead of the 10pt default of the article class.

```

36 \if@sizegiven\else
37   \PassOptionsToClass{11pt}{article}
38 \fi

```

Load the article class.

```

39 \LoadClass{article}

```

Load required packages.

```

40 \RequirePackage[letterpaper, hmargin={1in}, vmargin=1in]{geometry}
41 \RequirePackage{graphicx}

42 \RequirePackage{color}
43 \RequirePackage{fancyhdr}
44 \RequirePackage{lastpage}

45 \RequirePackage{ragged2e}

```

Define ECU colors.

```

46 \definecolor{ecupurple}{RGB}{80, 45, 127}
47 \definecolor{ecugold}{RGB}{255, 200, 0}

```

No headrule or footrule.

```

48 \renewcommand{\headrulewidth}{0pt}
49 \renewcommand{\footrulewidth}{0pt}

```

Take care of letterhead definitions. Most commands have a boolean `\if@commanddefined` and a value holder `\@command`.

```

50 \newif\if@lhnamedefined
51 \@lhnamedefinedfalse

52 \DeclareRobustCommand*{\@lhname}{}
53 \DeclareRobustCommand*{\lhname}[1]{
54   \DeclareRobustCommand*{\@lhname}{#1}%

```

The following command `\setbox...` strips whitespace and declares the command undefined if nothing is left. It will cause an error if there are any `\\` in the value (use `\linebreak` instead).

```

55   \setbox0=\hbox{\@lhname\unskip}\ifdim\wd0=0pt
56     \@lhnamedefinedfalse
57   \else

```

```

58   \@lhnamedefinedtrue
59   \fi
60 }

61 \newif\if@lhdegreedefined
62 \@lhdegreedefinedfalse

63 \DeclareRobustCommand*\@lhdegree{}
64 \DeclareRobustCommand*\@lhdegree}[1]{
65   \DeclareRobustCommand*\@lhdegree}{#1}
66   \setbox0=\hbox{\@lhdegree\unskip}\ifdim\wd0=0pt
67     \@lhdegreedefinedfalse
68   \else
69     \@lhdegreedefinedtrue
70   \fi
71 }

72 \newif\if@lhtitleddefined
73 \@lhtitleddefinedfalse

74 \DeclareRobustCommand*\@lhtitle{}
75 \DeclareRobustCommand*\@lhtitle}[1]{
76   \DeclareRobustCommand*\@lhtitle}{#1}
77   \setbox0=\hbox{\@lhtitle\unskip}\ifdim\wd0=0pt
78     \@lhtitleddefinedfalse
79   \else
80     \@lhtitleddefinedtrue
81   \fi
82 }

83 \newif\if@lhdeptdefined
84 \@lhdeptdefinedfalse

85 \DeclareRobustCommand*\@lhdept{}
86 \DeclareRobustCommand*\@lhdept}[1]{
87   \DeclareRobustCommand*\@lhdept}{#1}
88   \setbox0=\hbox{\@lhdept\unskip}\ifdim\wd0=0pt
89     \@lhdeptdefinedfalse
90   \else
91     \@lhdeptdefinedtrue
92   \fi
93 }

94 \newif\if@lhECUaddressdefined
95 \@lhECUaddressdefinedfalse

96 \DeclareRobustCommand*\@lhECUaddress{}
97 \DeclareRobustCommand*\@lhECUaddress}[1]{
98   \DeclareRobustCommand*\@lhECUaddress}{#1}
99   \setbox0=\hbox{\@lhECUaddress\unskip}\ifdim\wd0=0pt
100     \@lhECUaddressdefinedfalse
101   \else
102     \@lhECUaddressdefinedtrue
103   \fi
104 }

```

```

105 \DeclareRobustCommand{\lhECUPostal}{
106     East Carolina University \textbar\
107     Greenville, NC 27858-4353
108 }

109
110 \newif\if@lhphonedefined
111 \@lhphonedefinedfalse

112 \DeclareRobustCommand*{\@lhphone}{}
113 \DeclareRobustCommand*{\lhphone}[1]{
114     \DeclareRobustCommand*{\@lhphone}{#1}
115     \setbox0=\hbox{\@lhphone\unskip}\ifdim\wd0=0pt
116         \@lhphonedefinedfalse
117     \else
118         \@lhphonedefinedtrue
119     \fi
120 }

121 \newif\if@lhfaxdefined
122 \@lhfaxdefinedfalse

123 \DeclareRobustCommand*{\@lhfax}{}
124 \DeclareRobustCommand*{\lhfax}[1]{
125     \DeclareRobustCommand*{\@lhfax}{#1}
126     \setbox0=\hbox{\@lhfax\unskip}\ifdim\wd0=0pt
127         \@lhfaxdefinedfalse
128     \else
129         \@lhfaxdefinedtrue
130     \fi
131 }

132 \newif\if@lhemaildefined
133 \@lhemaildefinedfalse

134 \DeclareRobustCommand*{\@lhemail}{}
135 \DeclareRobustCommand*{\lhemail}[1]{
136     \DeclareRobustCommand*{\@lhemail}{#1}
137     \setbox0=\hbox{\@lhemail\unskip}\ifdim\wd0=0pt
138         \@lhemaildefinedfalse
139     \else
140         \@lhemaildefinedtrue
141     \fi
142 }

143 \newif\if@lhwwwdefined
144 \@lhwwwdefinedfalse

145 \DeclareRobustCommand*{\@lhwww}{}
146 \DeclareRobustCommand*{\lhwww}[1]{
147     \DeclareRobustCommand*{\@lhwww}{#1}
148     \setbox0=\hbox{\@lhwww\unskip}\ifdim\wd0=0pt
149         \@lhwwwdefinedfalse
150     \else

```

```

151 \@lhwwwdefinedtrue
152 \fi
153 }

    Declare memo commands

154 \DeclareRobustCommand*\memotitle\{MEMORANDUM\}
155 \DeclareRobustCommand*\memotolabel\{TO:\}
156 \DeclareRobustCommand*\@memoto\{}
157 \DeclareRobustCommand*\memoto\{1\}\{ \DeclareRobustCommand*\@memoto\{#1\}
158 \newif\if@memofromdefined
159 \@memofromdefinedfalse
160 \DeclareRobustCommand*\memofromlabel\{FROM:\}
161 \DeclareRobustCommand*\@memofrom\{}
162 \DeclareRobustCommand*\memofrom\{1\}{
163 \DeclareRobustCommand*\@memofrom\{#1\}
164 \@memofromdefinedtrue
165 }

166 \DeclareRobustCommand*\memosubjlabel\{SUBJECT:\}
167 \DeclareRobustCommand*\@memosubject\{}
168 \DeclareRobustCommand*\memosubject\{1\}\{ \DeclareRobustCommand*\@memosubject\{#1\}
169 \newif\if@memodatedefined
170 \@memodatedefinedfalse
171 \DeclareRobustCommand*\memodatelabel\{DATE:\}
172 \DeclareRobustCommand*\@memodate\{}
173 \DeclareRobustCommand*\memodate\{1\}{
174 \DeclareRobustCommand*\@memodate\{#1\}
175 \@memodatedefinedtrue
176 }

    Declare other formatting commands.

177 \newif\if@ptwoheaddefined
178 \@ptwoheaddefinedfalse
179 \DeclareRobustCommand*\@ptwohead\{}
180 \DeclareRobustCommand*\ptwohead\{1\}{
181 \DeclareRobustCommand*\@ptwohead\{#1\}
182 \@ptwoheaddefinedtrue
183 }

184 \DeclareRobustCommand\iaddress\{1\}{
185 \par
186 #1
187 \par
188 }

```

```

189 \DeclareRobustCommand{\greeting}[1]{
190   \par
191   #1
192   \par
193 }

194 \newif\if@closingnamedefined
195 \@closingnamedefinedfalse

196 \DeclareRobustCommand*{\@closingname}{}
197 \DeclareRobustCommand*{\closingname}[1]{
198   \DeclareRobustCommand*{\@closingname}{#1}
199   \@closingnamedefinedtrue
200 }

201 \DeclareRobustCommand{\closing}[1]{
202   \par
203   \vspace{\parskip}\vspace{\parskip}#1,
204   \par
205   \vspace{\parskip}\vspace{\parskip}%
206   \if@closingnamedefined
207     \@closingname
208   \else
209     \if@lhnamedefined
210       \@lhname
211     \else
212       ~
213     \fi
214   \fi
215 }

216 \newlength{\sigwidth}
217 \setlength{\sigwidth}{1.75in}

```

`\closingsig` This command will include a signature image in the file `signature`.

```

218 \DeclareRobustCommand{\closingsig}[2][\sigwidth]{
219   \par
220   \vspace{\parskip}\vspace{\parskip}#2,\,
221   \includegraphics[width=#1]{signature}\,
222   \if@closingnamedefined
223     \@closingname
224   \else
225     \if@lhnamedefined
226       \@lhname
227     \else
228       ~
229     \fi
230   \fi
231 }

```

`\letterhead` This is the command to include the letterhead in the document.

```

232 \DeclareRobustCommand{\letterhead}{

```

```

233 \thispagestyle{lhpage}
234 }

```

**\memohead** The command memohead creates a heading for a memorandum.

```

235 \DeclareRobustCommand{\memohead}{
236 \begin{tabular}[1 l]{
237 \multicolumn{2}{l}{\memotitle}\\ \\\
238 \memotolabel & \@memoto\\ \\\
239 \memofromlabel &
240 \if@memofromdefined
241 \@memofrom\\ \\\
242 \else
243 \if@lhnamedefined
244 \@lhname\\ \\\
245 \else
246 ~\\ \\\
247 \fi
248 \fi
249 \memodatelabel &
250 \if@memodatedefined
251 \@memodate \\ \\\
252 \else
253 \today \\ \\\
254 \fi
255 \memosubjlabel & \@memosubject\\ \\\
256 \end{tabular}}
257 }

```

The following length definitions are necessary.

```

258 \headsep = 0.25in
259 \parskip = 2ex
260 \parindent = 0.0in
261 \footskip = 18.7pt

```

**afterclose** Define the afterclose environment.

```

262 \newenvironment{afterclose}{\begin{description}}{\end{description}}

```

Define the afterclose items.

```

263 \DeclareRobustCommand*{\ps}{
264 \item[{\rm{P.S.}}]
265 }

266 \DeclareRobustCommand*{\encl}{
267 \item[{\rm{encl:}}]
268 }

269 \DeclareRobustCommand*{\cc}{
270 \item[{\rm{cc:}}]
271 }

```

```

272 \DeclareRobustCommand*\CC{%
273   \item[{\rm{CC:}}]
274 }

275 \DeclareRobustCommand*\pc{%
276   \item[{\rm{pc:}}]
277 }

278 \DeclareRobustCommand*\PC{%
279   \item[{\rm{PC:}}]
280 }

```

Define the page style for the letterhead page.

```

281 \fancypagestyle{lhpage}{%
282   \newgeometry{vmargin={2in, 1in}, hmargin=1in, headheight=62pt, foot=6pt}

283   \renewcommand{\headrulewidth}{2pt}
284   \renewcommand{\headrule}{\hbox to\headwidth{%
285     \if@bw\else
286       \color{ecugold}%
287     \fi
288     \leaders\hrule height \headrulewidth\hfill}}

```

The black and white and color ECU logo files are in the `\includegraphics` commands below. these files must be somewhere in the latex path. (Test with the terminal command `$ kpsewhich filename.pdf.`)

```

289 \fancyhf{}
290 \fancyhead[L]{%
291   \if@bw
292     \includegraphics[scale=0.75, viewport=48 8 144 72]{ECULogo2017BW}
293   \else
294     \includegraphics[scale=0.75, viewport=48 8 144 72]{ECULogo2017}
295   \fi
296 }

```

Next the letterhead text. For a color letterhead, use the color `ecupurple` defined above.

```

297 \fancyhead[R]{
298   \if@bw\else
299     \color{ecupurple}
300   \fi

```

Only include information that has been defined.

```

301 \sf\raggedleft \fontsize{9}{10.8}\selectfont
302 \if@lhname\defined
303   \textbf{\@lhname\if@lhdegree\defined{, \@lhdegree}\fi}
304   \if@lhtitle\defined
305     \textbar\ \@lhtitle\
306   \fi
307   \if@lhdept\defined
308     \textbar\ \@lhdept\
309   \else

```



```

310      \\\
311      \fi
312 \fi
313 \if@lhECUaddressdefined
314   \@lhECUaddress\ \textbar
315 \fi
316 \lhECUPostal
317 \if@usa
318   \textbar\ USA\\
319 \else
320   \\\
321 \fi

```

Use the \@sep command to use the \textbar separator only after the first defined parameter is included in the letterhead.

```

322 \newcommand{\@sep}{}
323 \if@lhphonedefined
324   \@lhphone\ office%
325   \renewcommand{\@sep}{\textbar}
326 \fi
327 \if@lhfaxdefined
328   \@sep\ \@lhfax\ fax%
329   \renewcommand{\@sep}{\textbar}
330 \fi
331 \if@lhemaildefined
332   \@sep\ \@lhemail%
333   \renewcommand{\@sep}{\textbar}
334 \fi
335 \if@lhwwwdefined
336   \@sep\ \@lhwww
337 \fi
338 }

```

The ECU webpage URL goes in the footer.

```

339 \fancyfoot{}
340 \fancyfoot[R]{
341   \if@bw\else
342     \color{ecugold}
343   \fi
344   \sf\raggedleft \fontsize{16}{19.2}\selectfont
345   \vspace{-12pt}
346   www.ecu.edu
347 }
348 }

```

Set the page style for pages following the first page.

```

349 \pagestyle{fancy}
350 \newgeometry{vmargin=1in, hmargin=1in, headheight=16pt, includehead}
351 \renewcommand{\headrulewidth}{0pt}
352 \lhead{
353   \if@ptwoheaddefined

```

```

354     \@ptwohead
355     \else
356         \@lhname
357     \fi
358 }
359 \chead{}
360 \rhead{Page \thepage\ of \pageref{LastPage}}
361 \lfoot{}
362 \cfoot{}
363 \rfoot{}

    Set the main text to be \raggedright
364 \raggedright

    Read user defined commands from the file ECULetterDefs.cfg if it exists.
365 \InputIfFileExists{ECULetterDefs.cfg}{%
366     \ClassInfo{ECULetter}{Loading user configurations from ECULetterDefs.cfg}%
367 }%
368 {%
369     \ClassInfo{ECULetter}{User configuration file found.}%
370 }

    Include \letterhead and \memohead at the beginning of the document if ap-
    propriate.
371 \AtBeginDocument{
372     \if@printletterhead
373         \letterhead
374     \fi
375     \if@printmemohead
376         \memohead
377     \par
378     \fi
379 }

```

## Change History

v1.0		Options 10pt and 12pt are now
General: Initial version	1	available
v2.0		Package color required
General: 2017 ECU logo files	2	
ECU 2017 letterhead format	1	Package wrapfig no longer
ECU colors for letterhead		used
header, headrule, and footer	10	UNC statement removed from
Headrule in letterhead	15	letterhead

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