

# 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 v1.0, dated 2017/03/21.

## 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.

All other options are passed to the `article` class (*n.b.*, not the letter class), upon which this class is based. The `article` class options `10pt`, `12pt`, and `twocolumn` are not compatible with `ECULetter` and are silently ignored.

### 2.2 Required Packages

The `ECULetter` class loads the packages `geometry`, `graphicx`, `fancyhdr`, `lastpage`, and `wrapfig`. 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: `ECULogo` (color ECU logo), `ECULogoBW` (black and white ECU logo), 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  
USA

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 {\langle pirateid@ecu.edu \rangle}`

where  $\langle pirateid@ecu.edu \rangle$  is the E-mail address.

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

`\lhwww {\langle ecuurl.ecu.edu \rangle}`

where  $\langle ecuurl.ecu.edu \rangle$  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}{\langle newtitle \rangle}`.

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}{\langle newlabel \rangle}`.

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

`\memoto {\langle therecipient \rangle}`

where `\langle therecipient \rangle` 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{\langle therecipient \rangle \\\ & \langle line 2 \rangle}`

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

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

`\memofrom {\langle thesender \rangle}`

where `\langle thesender \rangle` 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{\langle thesender \rangle \\\ & \langle line 2 \rangle}`

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}{\langle datelabel \rangle}`.

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

`\memodate {\langle date \rangle}`

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{<subject text> \\ & <line 2>}`

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.

`\UNC` The footer statement about ECU being a member of the UNC System and the Equal Opportunity statement are defined with `\UNC`, which defaults to

East Carolina University is a constituent institution of the University of North Carolina.  
An equal opportunity university.

This can be redefined with `\renewcommand{\UNC}{<New statement>}`.

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

`\ptwohead {<header text>}`

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. The letterhead is written to the first page of the document 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 {<address \\ of \\ recipient>}`

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 {<greeting text>}`

	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 PhysicsMail 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{piratep@ecu.edu}
%
% Define the web page.
\lhwww{myweb.ecu.edu/piratep}

```

### 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

The ECULetter class is based on the article class, not the letter class.

```
1 \LoadClass[11pt]{article}
   Define boolean parameters to implement class options.
2 \newif\if@bw
3 \@bwfalse

4 \newif\if@printletterhead
5 \@printletterheadtrue

6 \newif\if@printmemohead
7 \@printmemoheadfalse

   Load required packages.
8 \RequirePackage[letterpaper, hmargin={2in,1in}, vmargin=1in]{geometry}
9 \RequirePackage{graphicx}
10 \RequirePackage{fancyhdr}
11 \RequirePackage{lastpage}
12 \RequirePackage{wrapfig}

   Declare options
13 \DeclareOption{bw}{\@bwtrue}
14 \DeclareOption{color}{\@bwfalse}
15 \DeclareOption{noletterhead}{\@printletterheadfalse}
16 \DeclareOption{memo}{\@printmemoheadtrue}

   Declare confliction article class options as \OptionNotUsed.
17 \DeclareOption{10pt}{\OptionNotUsed}
18 \DeclareOption{12pt}{\OptionNotUsed}
19 \DeclareOption{twocolumn}{\OptionNotUsed}

   Pass all undefined options to the article class.
20 \DeclareOption*{%
21     \PassOptionsToClass{\CurrentOption}{article}%
22 }

   Process options.
23 \ProcessOptions\relax

   No headrule or footrule.
24 \renewcommand{\headrulewidth}{0pt}
25 \renewcommand{\footrulewidth}{0pt}
```

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

```

26 \newif\if@lhnamedefined
27 \@lhnamedefinedfalse

28 \DeclareRobustCommand*\@lhname{}{}
29 \DeclareRobustCommand*\lhname}[1]{
30   \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).

```

31   \setbox0=\hbox{\@lhname\unskip}\ifdim\wd0=0pt
32     \@lhnamedefinedfalse
33   \else
34     \@lhnamedefinedtrue
35   \fi
36 }

37 \newif\if@lhdegreedefined
38 \@lhdegreedefinedfalse

39 \DeclareRobustCommand*\@lhdegree{}{}
40 \DeclareRobustCommand*\lhdegree}[1]{
41   \DeclareRobustCommand*\@lhdegree}{#1}
42   \setbox0=\hbox{\@lhdegree\unskip}\ifdim\wd0=0pt
43     \@lhdegreedefinedfalse
44   \else
45     \@lhdegreedefinedtrue
46   \fi
47 }

48 \newif\if@lhtitledefined
49 \@lhtitledefinedfalse

50 \DeclareRobustCommand*\@lhtitle{}{}
51 \DeclareRobustCommand*\lhtitle}[1]{
52   \DeclareRobustCommand*\@lhtitle}{#1}
53   \setbox0=\hbox{\@lhtitle\unskip}\ifdim\wd0=0pt
54     \@lhtitledefinedfalse
55   \else
56     \@lhtitledefinedtrue
57   \fi
58 }

59 \newif\if@lhECUaddressdefined
60 \@lhECUaddressdefinedfalse

61 \DeclareRobustCommand*\@lhECUaddress{}{}
62 \DeclareRobustCommand*\lhECUaddress}[1]{
63   \DeclareRobustCommand*\@lhECUaddress}{#1}
64   \@lhECUaddressdefinedtrue
65 }

```

```

66 \DeclareRobustCommand{\lhECUPostal}{
67     East Carolina University\\
68     Greenville, NC 27858-4353\\
69     USA
70 }

71 \newif\if@lhphonedefined
72 \@lhphonedefinedfalse

73 \DeclareRobustCommand*{\@lhphone}{ }
74 \DeclareRobustCommand*{\lhphone}[1]{
75     \DeclareRobustCommand*{\@lhphone}{#1}
76     \setbox0=\hbox{\@lhphone\unskip}\ifdim\wd0=0pt
77         \@lhphonedefinedfalse
78     \else
79         \@lhphonedefinedtrue
80     \fi
81 }

82 \newif\if@lhfaxdefined
83 \@lhfaxdefinedfalse

84 \DeclareRobustCommand*{\@lhfax}{ }
85 \DeclareRobustCommand*{\lhfax}[1]{
86     \DeclareRobustCommand*{\@lhfax}{#1}
87     \setbox0=\hbox{\@lhfax\unskip}\ifdim\wd0=0pt
88         \@lhfaxdefinedfalse
89     \else
90         \@lhfaxdefinedtrue
91     \fi
92 }

93 \newif\if@lhemaildefined
94 \@lhemaildefinedfalse

95 \DeclareRobustCommand*{\@lhemail}{ }
96 \DeclareRobustCommand*{\lhemail}[1]{
97     \DeclareRobustCommand*{\@lhemail}{#1}
98     \setbox0=\hbox{\@lhemail\unskip}\ifdim\wd0=0pt
99         \@lhemaildefinedfalse
100    \else
101        \@lhemaildefinedtrue
102    \fi
103 }

104 \newif\if@lhwwwdefined
105 \@lhwwwdefinedfalse

106 \DeclareRobustCommand*{\@lhwww}{ }
107 \DeclareRobustCommand*{\lhwww}[1]{
108     \DeclareRobustCommand*{\@lhwww}{#1}
109     \setbox0=\hbox{\@lhwww\unskip}\ifdim\wd0=0pt
110         \@lhwwwdefinedfalse
111     \else

```

```

112 \@lhwwwdefinedtrue
113 \fi
114 }

    Declare memo commands

115 \DeclareRobustCommand*\memotitle\{MEMORANDUM\}
116 \DeclareRobustCommand*\memotolabel\{TO:\}
117 \DeclareRobustCommand*\@memoto\{}
118 \DeclareRobustCommand*\memoto\{1\}\{ \DeclareRobustCommand*\@memoto\{#1\} \}
119 \newif\if@memofromdefined
120 \@memofromdefinedfalse
121 \DeclareRobustCommand*\memofromlabel\{FROM:\}
122 \DeclareRobustCommand*\@memofrom\{}
123 \DeclareRobustCommand*\memofrom\{1\}\{
124 \DeclareRobustCommand*\@memofrom\{#1\}
125 \@memofromdefinedtrue
126 }

127 \DeclareRobustCommand*\memosubjlabel\{SUBJECT:\}
128 \DeclareRobustCommand*\@memosubject\{}
129 \DeclareRobustCommand*\memosubject\{1\}\{ \DeclareRobustCommand*\@memosubject\{#1\} \}
130 \newif\if@memodatedefined
131 \@memodatedefinedfalse
132 \DeclareRobustCommand*\memodatelabel\{DATE:\}
133 \DeclareRobustCommand*\@memodate\{}
134 \DeclareRobustCommand*\memodate\{1\}\{
135 \DeclareRobustCommand*\@memodate\{#1\}
136 \@memodatedefinedtrue
137 }

    Declare other formatting commands.

138 \newif\if@ptwoheaddefined
139 \@ptwoheaddefinedfalse
140 \DeclareRobustCommand*\@ptwohead\{}
141 \DeclareRobustCommand*\ptwohead\{1\}\{
142 \DeclareRobustCommand*\@ptwohead\{#1\}
143 \@ptwoheaddefinedtrue
144 }

145 \DeclareRobustCommand\{UNC\}\{
146 East Carolina University is a constituent institution of the
147 University of North Carolina.\}
148 An equal opportunity university.
149 }

```

```

150 \DeclareRobustCommand{\iaddress}[1]{
151   \par
152   #1
153   \par
154 }

155 \DeclareRobustCommand{\greeting}[1]{
156   \par
157   #1
158   \par
159 }

160 \newif\if@closingnamedefined
161 \@closingnamedefinedfalse

162 \DeclareRobustCommand*{\@closingname}{}
163 \DeclareRobustCommand*{\closingname}[1]{
164   \DeclareRobustCommand*{\@closingname}{#1}
165   \@closingnamedefinedtrue
166 }

167 \DeclareRobustCommand{\closing}[1]{
168   \par
169   \vspace{\parskip}\vspace{\parskip}#1,
170   \par
171   \vspace{\parskip}\vspace{\parskip}%
172   \if@closingnamedefined
173     \@closingname
174   \else
175     \if@lhnamedefined
176       \@lhname
177     \else
178       ~
179     \fi
180   \fi
181 }

182 \newlength{\sigwidth}
183 \setlength{\sigwidth}{1.75in}

```

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

```

184 \DeclareRobustCommand{\closingsig}[2][\sigwidth]{
185   \par
186   \vspace{\parskip}\vspace{\parskip}#2,\,
187   \includegraphics[width=#1]{signature}\,
188   \if@closingnamedefined
189     \@closingname
190   \else
191     \if@lhnamedefined
192       \@lhname
193     \else
194       ~
195     \fi

```

```

196 \fi
197 }

```

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

```

198 \DeclareRobustCommand{\letterhead}{
199   \thispagestyle{lhpage}
200   \begin{wrapfigure}[15]{i}[0pt]{0in}
201     \hspace{-1.75in}
202     \begin{minipage}[t]{1.7in}
203       \vspace{-0.5in}
204       \if@bw

```

The black and white ECU logo file is in the `\includegraphics` command below. This file must be somewhere in the latex path. (Test with the terminal command `$ kpsewhich filename.pdf.`)

```

205       \includegraphics[width=4.75in]{ECULogoBW}\\ \\
206       \else

```

The ECU logo file is in the `\includegraphics` command below. This file must be somewhere in the latex path. (Test with the terminal command `$ kpsewhich filename.pdf.`)

```

207       \includegraphics[width=4.75in]{ECULogo}\\ \\
208       \fi
209       {%
210         \sf\raggedright \fontsize{9}{10.8}\selectfont
211         \if@lhnamedefined
212           \textbf{\@lhname\if@lhdegreedefined{, \@lhdegree}\fi}\\
213           \if@lhtitledefined{\@lhtitle}\\}\fi
214         \fi
215         \if@lhECUaddressdefined
216           \@lhECUaddress ~\\
217         \fi
218         \lhECUPostal\\~\\
219         \if@lhphonedefined
220           \@lhphone\ office\\
221         \fi
222         \if@lhfaxdefined
223           \@lhfax\ fax\\~\\
224         \fi
225         \if@lhemaildefined
226           \@lhemail \\
227         \fi
228         \if@lhwwwdefined
229           \@lhwww \\
230         \fi
231       }
232     \end{minipage}%
233   \end{wrapfigure}
234   \normalsize
235   ~

```

```

236 \par
237 }

```

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

```

238 \DeclareRobustCommand{\memohead}{
239 \begin{tabular}{l l}
240 \multicolumn{2}{l}{\memotitle}\\ \\\
241 \memotolabel & \@memoto\\ \\\
242 \memofromlabel &
243 \if@memofromdefined
244 \@memofrom\\ \\\
245 \else
246 \if@lhnamedefined
247 \@lhname\\ \\\
248 \else
249 ~\\ \\\
250 \fi
251 \fi
252 \memodatelabel &
253 \if@memodatedefined
254 \@memodate \\ \\\
255 \else
256 \today \\ \\\
257 \fi
258 \memosubjlabel & \@memosubject\\ \\\
259 \end{tabular}
260 }

```

The following length definitions are necessary.

```

261 \headsep = 0.25in
262 \parskip = 2ex
263 \parindent = 0.0in
264 \footskip = 18.7pt

```

Format the first page headers and footers.

```

265 \fancypagestyle{lhpage}{%
266 \fancyhf{}
267 \fancyfoot[L]{\hspace{-1.75in}
268 \begin{minipage}{1.7in}
269 \raggedright
270 \emph{\fontsize{7}{8.4}\selectfont \UNC\}}
271 \end{minipage}
272 }%
273 }%

```

`afterclose` Define the `afterclose` environment.

```

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

```

Define the `afterclose` items.

```

275 \DeclareRobustCommand*{\ps}{

```

```

276 \item[{\rm{P.S.}}]
277 }

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

281 \DeclareRobustCommand*{\cc}{
282 \item[{\rm{cc:}}]
283 }

284 \DeclareRobustCommand*{\CC}{
285 \item[{\rm{CC:}}]
286 }

287 \DeclareRobustCommand*{\pc}{
288 \item[{\rm{pc:}}]
289 }

290 \DeclareRobustCommand*{\PC}{
291 \item[{\rm{PC:}}]
292 }

Set the page style for pages following the first page.

293 \pagestyle{fancy}
294 \lhead{
295 \if@ptwoheaddefined
296 \@ptwohead
297 \else
298 \@lhname
299 \fi
300 }
301 \chead{}
302 \rhead{Page \thepage\ of \pageref{LastPage}}
303 \lfoot{}
304 \cfoot{}
305 \rfoot{}

Set the main text to be \raggedright
306 \raggedright

Read user defined commands from the file ECULetterDefs.cfg if it exists.
307 \InputIfFileExists{ECULetterDefs.cfg}{%
308 \ClassInfo{ECULetter}{Loading user configurations from ECULetterDefs.cfg}%
309 }%
310 {%
311 \ClassInfo{ECULetter}{User configuration file found.}%
312 }

Include \letterhead and \memohead at the beginning of the document if appropriate.
313 \AtBeginDocument{
314 \if@printletterhead
315 \letterhead

```



```

316 \fi
317 \if@printmemohead
318 \memohead
319 \fi
320 }

```

## Change History

v1.0  
 General: Initial version . . . . . 1

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Numbers written in *italic* refer to the page where the corresponding entry is described; numbers underlined refer to the code line of the definition; numbers in *roman* refer to the code lines where the entry is used.

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