

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 v1.1, 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`, `wrapfig`, 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: `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 {<closing text>}</code> for a closing statement with name below and space for a handwritten signature. The command <code>\closingsig [(<sigwidth>)] {<closing text>}</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><sigwidth></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 {<closing name>}</code> . The <code><closing name></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[<label:>]</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}
13 \RequirePackage{ragged2e}
   Declare options
14 \DeclareOption{bw}{\@bwtrue}
15 \DeclareOption{color}{\@bwfalse}
16 \DeclareOption{noletterhead}{\@printletterheadfalse}
17 \DeclareOption{memo}{\@printmemoheadtrue}
   Declare confliction article class options as \OptionNotUsed.
18 \DeclareOption{10pt}{\OptionNotUsed}
19 \DeclareOption{12pt}{\OptionNotUsed}
20 \DeclareOption{twocolumn}{\OptionNotUsed}
   Pass all undefined options to the article class.
21 \DeclareOption*{%
22     \PassOptionsToClass{\CurrentOption}{article}%
23 }
   Process options.
24 \ProcessOptions\relax
   No headrule or footrule.
25 \renewcommand{\headrulewidth}{0pt}
26 \renewcommand{\footrulewidth}{0pt}
```

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

```

27 \newif\if@lhnamedefined
28 \@lhnamedefinedfalse

29 \DeclareRobustCommand*\@lhname{}{}
30 \DeclareRobustCommand*\lhname}[1]{
31   \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).

```

32   \setbox0=\hbox{\@lhname\unskip}\ifdim\wd0=0pt
33     \@lhnamedefinedfalse
34   \else
35     \@lhnamedefinedtrue
36   \fi
37 }

38 \newif\if@lhdegreedefined
39 \@lhdegreedefinedfalse

40 \DeclareRobustCommand*\@lhdegree{}{}
41 \DeclareRobustCommand*\lhdegree}[1]{
42   \DeclareRobustCommand*\@lhdegree}{#1}
43   \setbox0=\hbox{\@lhdegree\unskip}\ifdim\wd0=0pt
44     \@lhdegreedefinedfalse
45   \else
46     \@lhdegreedefinedtrue
47   \fi
48 }

49 \newif\if@lhtitledefined
50 \@lhtitledefinedfalse

51 \DeclareRobustCommand*\@lhtitle{}{}
52 \DeclareRobustCommand*\lhtitle}[1]{
53   \DeclareRobustCommand*\@lhtitle}{#1}
54   \setbox0=\hbox{\@lhtitle\unskip}\ifdim\wd0=0pt
55     \@lhtitledefinedfalse
56   \else
57     \@lhtitledefinedtrue
58   \fi
59 }

60 \newif\if@lhECUaddressdefined
61 \@lhECUaddressdefinedfalse

62 \DeclareRobustCommand*\@lhECUaddress{}{}
63 \DeclareRobustCommand*\lhECUaddress}[1]{
64   \DeclareRobustCommand*\@lhECUaddress}{#1}
65   \@lhECUaddressdefinedtrue
66 }

```

```

67 \DeclareRobustCommand{\lhECUPostal}{
68     East Carolina University\\
69     Greenville, NC 27858-4353\\
70     USA
71 }

72 \newif\if@lhphonedefined
73 \@lhphonedefinedfalse

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

83 \newif\if@lhfaxdefined
84 \@lhfaxdefinedfalse

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

94 \newif\if@lhemaildefined
95 \@lhemaildefinedfalse

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

105 \newif\if@lhwwwdefined
106 \@lhwwwdefinedfalse

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

```

```

113 \@lhwwwdefinedtrue
114 \fi
115 }

Declare memo commands

116 \DeclareRobustCommand*\memotitle\{MEMORANDUM\}
117 \DeclareRobustCommand*\memotolabel\{TO:\}
118 \DeclareRobustCommand*\@memoto\{}
119 \DeclareRobustCommand*\memoto\{1\}\{ \DeclareRobustCommand*\@memoto\{#1\}

120 \newif\if@memofromdefined
121 \@memofromdefinedfalse

122 \DeclareRobustCommand*\memofromlabel\{FROM:\}
123 \DeclareRobustCommand*\@memofrom\{}
124 \DeclareRobustCommand*\memofrom\{1\}{
125 \DeclareRobustCommand*\@memofrom\{#1\}
126 \@memofromdefinedtrue
127 }

128 \DeclareRobustCommand*\memosubjlabel\{SUBJECT:\}
129 \DeclareRobustCommand*\@memosubject\{}
130 \DeclareRobustCommand*\memosubject\{1\}\{ \DeclareRobustCommand*\@memosubject\{#1\}

131 \newif\if@memodatedefined
132 \@memodatedefinedfalse

133 \DeclareRobustCommand*\memodatelabel\{DATE:\}
134 \DeclareRobustCommand*\@memodate\{}
135 \DeclareRobustCommand*\memodate\{1\}{
136 \DeclareRobustCommand*\@memodate\{#1\}
137 \@memodatedefinedtrue
138 }

Declare other formatting commands.

139 \newif\if@ptwoheaddefined
140 \@ptwoheaddefinedfalse

141 \DeclareRobustCommand*\@ptwohead\{}
142 \DeclareRobustCommand*\ptwohead\{1\}{
143 \DeclareRobustCommand*\@ptwohead\{#1\}
144 \@ptwoheaddefinedtrue
145 }

146 \DeclareRobustCommand\{UNC\}{
147 East Carolina University is a constituent institution of the
148 University of North Carolina.\{
149 An equal opportunity university.
150 }

```

```

151 \DeclareRobustCommand{\iaddress}[1]{
152   \par
153   #1
154   \par
155 }

156 \DeclareRobustCommand{\greeting}[1]{
157   \par
158   #1
159   \par
160 }

161 \newif\if@closingnamedefined
162 \@closingnamedefinedfalse

163 \DeclareRobustCommand*{\@closingname}{}
164 \DeclareRobustCommand*{\closingname}[1]{
165   \DeclareRobustCommand*{\@closingname}{#1}
166   \@closingnamedefinedtrue
167 }

168 \DeclareRobustCommand{\closing}[1]{
169   \par
170   \vspace{\parskip}\vspace{\parskip}#1,
171   \par
172   \vspace{\parskip}\vspace{\parskip}%
173   \if@closingnamedefined
174     \@closingname
175   \else
176     \if@lhnamedefined
177       \@lhname
178     \else
179       ~
180     \fi
181   \fi
182 }

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

```

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

```

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

```

```

197 \fi
198 }

```

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

```

199 \DeclareRobustCommand{\letterhead}{
200   \thispagestyle{lhpage}
201   \begin{wrapfigure}[15]{i}[0pt]{0in}
202     \hspace{-1.75in}
203     \begin{minipage}[t]{1.7in}
204       \vspace{-0.5in}
205       \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.`)

```

206       \includegraphics[width=4.75in]{ECULogoBW}\\ \\
207       \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.`)

```

208       \includegraphics[width=4.75in]{ECULogo}\\ \\
209       \fi
210       {%
211         \sf\raggedright \fontsize{9}{10.8}\selectfont
212         \if@lhnamedefined
213           \textbf{\@lhname\if@lhdegreedefined{, \@lhdegree}\fi}\\
214           \if@lhtitledefined{\@lhtitle}\\ \fi
215         \fi
216         \if@lhECUaddressdefined
217           \@lhECUaddress ~\\
218         \fi
219         \lhECUPostal\\~\\
220         \if@lhphonedefined
221           \@lhphone\ office\\
222         \fi
223         \if@lhfaxdefined
224           \@lhfax\ fax\\~\\
225         \fi
226         \if@lhemaildefined
227           \@lhemail \\
228         \fi
229         \if@lhwwwdefined
230           \@lhwww \\
231         \fi
232       }
233     \end{minipage}%
234   \end{wrapfigure}
235   \normalsize
236   ~

```

```

237 \par
238 }

```

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

```

239 \DeclareRobustCommand{\memohead}{
240 \begin{tabular}{l l}
241 \multicolumn{2}{l}{\memotitle}\\ \\\
242 \memotolabel & \@memoto\\ \\\
243 \memofromlabel &
244 \if@memofromdefined
245 \@memofrom\\ \\\
246 \else
247 \if@lhnamedefined
248 \@lhname\\ \\\
249 \else
250 ~\\ \\\
251 \fi
252 \fi
253 \memodatelabel &
254 \if@memodatedefined
255 \@memodate \\ \\\
256 \else
257 \today \\ \\\
258 \fi
259 \memosubjlabel & \@memosubject\\ \\\
260 \end{tabular}}
261 }

```

The following length definitions are necessary.

```

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

```

Format the first page headers and footers.

```

266 \fancypagestyle{lhpage}{%
267 \fancyhf{}
268 \fancyfoot[L]{\hspace{-1.75in}
269 \begin{minipage}{1.7in}
270 \raggedright
271 \emph{\fontsize{7}{8.4}\selectfont \UNC\}}
272 \end{minipage}}
273 }%
274 }%

```

`afterclose` Define the `afterclose` environment.

```

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

```

Define the `afterclose` items.

```

276 \DeclareRobustCommand*{\ps}{

```

```

277 \item[{\rm{P.S.}}]
278 }

279 \DeclareRobustCommand*{\encl}{
280 \item[{\rm{encl:}}]
281 }

282 \DeclareRobustCommand*{\cc}{
283 \item[{\rm{cc:}}]
284 }

285 \DeclareRobustCommand*{\CC}{
286 \item[{\rm{CC:}}]
287 }

288 \DeclareRobustCommand*{\pc}{
289 \item[{\rm{pc:}}]
290 }

291 \DeclareRobustCommand*{\PC}{
292 \item[{\rm{PC:}}]
293 }

Set the page style for pages following the first page.

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

Set the main text to be \raggedright
307 \raggedright

Read user defined commands from the file ECULetterDefs.cfg if it exists.
308 \InputIfFileExists{ECULetterDefs.cfg}{%
309 \ClassInfo{ECULetter}{Loading user configurations from ECULetterDefs.cfg}%
310 }%
311 {%
312 \ClassInfo{ECULetter}{User configuration file found.}%
313 }

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

```



```
317 \fi
318 \if@printmemohead
319 \memohead
320 \par
321 \fi
322 }
```