

The ECULetter class*

Mark W. Sprague
spraguem@ecu.edu

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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

The ECULetter class can be called with the following options:

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`).

*This document corresponds to ECULetter v0.1, dated 2017/03/21.

2.3 Required Graphics Files

The ECULetter class requires three graphics files to be placed within the L^AT_EX (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 L^AT_EX 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 {*<Author Name>*}

where *<Author Name>* 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 {*<Deg>*}

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 {*<Title>*}

where *<Title>* 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 {*<address>*}

where *<address>* is the campus portion of the address on the letterhead. The *<address>* can contain formatting and line breaks. The *<address>* 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}{*<New Address>*}.

\lhphone The telephone number on the letterhead is set with

`\lhphone {⟨xxx-xxx-xxx⟩}`

where $\langle xxx-xxx-xxx \rangle$ 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 {⟨xxx-xxx-xxx⟩}`

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

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

`\lhwww {⟨ecurl.ecu.edu⟩}`

where $\langle ecurl.ecu.edu \rangle$ 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}{⟨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 $\langle therecipient \rangle$ 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{⟨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 $\langle thesender \rangle$ 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{<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 *<date>* 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}{<subjectlabel>}`.

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

`\memosubject {<subject text>}`

where *<subject text>* is used in in the SUBJECT-field of the memo header (SUBJECT: subject text). Normally the *<subject text>* 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, `\greeting{Dear Jane:}` would format the greeting text “Dear Jane:” on the left margin of the letter. The `\greeting` command usually follows the date.

`\closing` The closing of the letter is given by `\closing {\<closing text\>}` for a closing statement with name below and space for a handwritten signature. The command `\closingsig [\<sigwidth\>] {\<closing text\>}` inserts the graphic in the file `signature` into the signature space between the closing text and the closing name. The optional argument `\<sigwidth\>` sets the width of the signature graphic with default value 1.75in. The file `signature` may be in any format accessible to the `graphicx` package. The default name used below the closing is the letterhead name specified by `\lhname`, but it can be set with `\closingname {\<closing name\>}`. The `\<closing name\>` may include formatting commands and line breaks (for titles, *etc.*).

`afterclose` The `afterclose` environment allows the letter postscript (P.S.), enclosure, and carbon copy statements. The command `\ps` will format a postscript statement (P.S.) and format the text following it to have a hanging indent. The command `\encl` 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 `\cc` will format the carbon copy statement “cc:” and format the text following it to have a hanging indent. Alternate copy statements `\CC` (for “CC:”), `\pc` (for “pc:”), and `\PC` (for “PC:”) are also defined. The `afterclose` environment is based on the `LATEXdescription` environment, so additional items can easily be provided with `\item[\<label:\>]`.

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 to not have to be specified in each document.

3 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 file 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 file 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

v0.1

General: Initial version 1

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