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Prof. Robert Johnson
Chair, Department of Advanced Studies
Institute of Excellence
789 Scholar Drive
Academic Town, ST 67890

Sample Letter Demonstrating the Practical-Letter Class

Dear Prof. Johnson,

I am writing to demonstrate all the features of the practical-letter class. This custom letter class provides a professional and typographically refined format for academic and business correspondence.

The letter uses Equity A as the main serif font with proportional lowercase numbers, providing an elegant and readable appearance. The text width is set to 2.3 times the alphabet length, following typographic best practices for optimal line length. Notice the careful attention to spacing with a line stretch of 1.1 and full paragraph spacing between sections.

The class also provides access to special typography commands:

SMALL CAPS TEXT using the \rm sc command

ALL CAPS TEXT using the \rm cs command

The sender box in the top left corner displays your contact information in an attractive format using:

Sans serif font (Concourse 3) with small caps for the name

FontAwesome5 icons for phone, email, and website

Custom MokaRed color for visual distinction

Optional letterhead image support

The class includes hyperref support with custom colors. External links like [this website](#) appear in SkyBlue for clear distinction from body text, while maintaining professional appearance.

The letter class provides several specialized commands beyond the standard letter environment. The \subject command adds a bold subject line after the recipient address, making it easy for recipients to quickly

identify the letter's purpose. The \letterhead and \signature commands allow you to include images for enhanced professionalism.

Strong widow and orphan control ensures no single lines appear at the top or bottom of pages. French spacing provides single spacing between sentences. The ragged-right alignment creates a clean left edge while avoiding hyphenation issues that can plague justified text in narrow columns.

I trust this sample letter adequately demonstrates the capabilities of the practical-letter class for your correspondence needs.

Sincerely,

A handwritten signature in black ink, appearing to read "Jane Smith".

DR. JANE A. SMITH

encl: Sample Report (5 pages), Conference Program