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COLLEGE OF ARTS AND SCIENCES  
Department of Mathematical and Computer Sciences

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NAME OF ADDRESSEE  
FIRST LINE OF TO ADDRESS  
SECOND LINE OF TO ADDRESS

Dear ADDRESSEE:

This is the body of a sample letter using the  $\text{\LaTeX} 2_{\epsilon}$  `luclet` document class in `luclet.cls`. You can get `luclet.cls` from the `~rig/tex/luc` directory on [cantor.cs.luc.edu](http://cantor.cs.luc.edu) if you have an account there and are in the faculty group. Otherwise, email [rig@cs.luc.edu](mailto:rig@cs.luc.edu) and indicate why you should have a copy.

The items in this example are inconsistent but serve to illustrate the available features.

Most people will probably want to use either `\office` or else one or both of `\school` and `\dept`. In most cases, `\school` will probably be considered superfluous if `\dept` is used. Arguments to `\school` and `\dept` appear near the lower left of the letterhead. Any argument to `\office` appears top center. The arguments of `\name`, `\campus`, `\location`, `\address`, `\telephone`, `\fax`, `\tdd`, and `\email`, `\http`, and `\otherfrom` appear in that order at top right. (The commands `\campus` and `\telephone` through `\http` add text, e.g., “Campus” at the end or “Telephone: ” at the beginning; also the arguments of `\email` and `\http` are set in a fixed width font.) If you use all these commands, the material in the upper right of the letterhead overlaps the date, but you can fix that with a `\date` command that includes a `\vspace*` command; see also the discussion of margins below.

The rest is as in the standard  $\text{\LaTeX}$  letter style, but there are a couple added features:

1. You can use `\xc` (for xerographic copy) instead of `\cc`.
2. In a letterhead letter,  $\text{\LaTeX}$  puts the closing (and signature) at the left margin rather than indented to the middle of the text region. Perhaps that’s the proper style. But if you want to get the closing and

signature indented, make the ordinary contents be the arguments of a `\longindented` command, e.g.,  
`\signature{\longindented{Fore Matting}}`.

Another note is that L<sup>A</sup>T<sub>E</sub>X normally uses margins I think are overly wide. If you want to get one inch margins, you can get my `inchmargs.sty` (from <http://www.cs.luc.edu/~rig/home/tex/macros/inchmargs.sty>). Put it between the `\documentclass` and `\begin{document}`. If there are no headers and you want to still have one inch margins, load also my `headsup.sty`. If you are doing a one page letter or are suppressing footers (e.g., page numbers), also load my `feetdown.sty`. The commented line in this file right after the `\documentclass` command loads all three of these files. This raises another problem, however, a one inch margin on the first page is inadequate to clear the letterhead; the simplest hack to overcome this is to use a `\date` command that includes a `\vspace*`, as is also done in the commented line.

I also like to use a modified version of `letter.cls`, which is loaded by `luclet.cls`. The modified version does not override any settings of the standard file for the selected point size, that is `size1\@ptsize.clo`. For example, with the modified `letter.cls`, the standard paragraph indentation and separations are used instead of making them different for a letter. If you would also prefer to use the modified `letter.cls`, make sure that `/home/rig/tex/macros` (or another directory to which you have copied the file from <http://www.cs.luc.edu/~rig/home/tex/macros/letter.cls>) is in your `TEXINPUTS` environment variable before the standard directory. (The standard `letter.cls` appears in `/opt/texmf/tex/latex/unpacked` on my machine; the directory could be different elsewhere.) In any case, if the files from the graphics package are not automatically available via the standard directory, you need to also put a directory with those files in your `TEXINPUTS` setting.

Sincerely,

Fore Matting  
Associate Vice President  
for Document Formatting