The letter module

Wolfgang Schuster

Module structure

```
t-letter.tex ──┬──> t-correspondence.tex
               │
               └──> default.nli ──┬──> dinb.nls ──> default.nls
                                  │
                                  └──> label.nle
```
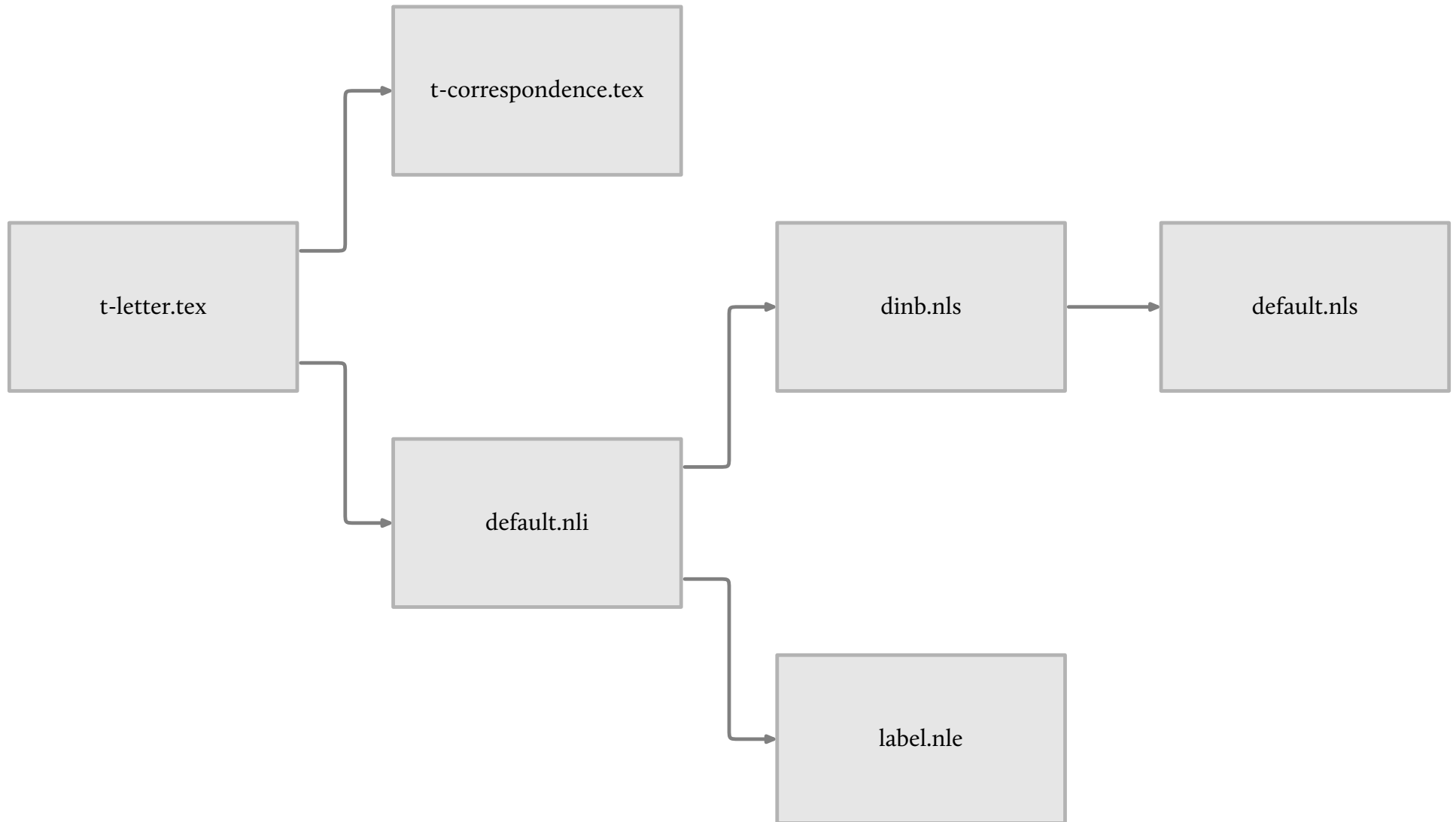
Default interface

Setting values

- `\setlettervalue{<element>}{<content>}`
- `\setupletter[<element>=<content>,...]`

Writing a letter

```
\startletter
  [subject={Topic of the letter},
   opening={Dear Sir or Madam,},
   closing={Kind regards}]

...

\ps{Postscript}
\encl{Enclosure}
\cc{Copy}
\stopletter
```

Low level input

Setups

```
\startsetups letter:head
Ben Lee User\crlf
TeXstreet 12\crlf
12345 TeXtown
\stopsetups

\startsetups letter:address
John Doe\crlf
...
\stopsetups

\startsetups letter:reference
\rightaligned{\currentdate}
\stopsetups

\startsetups letter:content
the content of the letter
\stopsetups

\startsetups letter:closing
Kind regards,
\blank[3*line]
Ben Lee User
\stopsetups
```

Buffers

```
\startbuffer[lettercontent]
...
\stopbuffer

\startsetups
\getbuffer[lettercontent]
\stopsetups
```

or

```
\startlettercontent
...
\stoplettercontent
```

Styles

Example

```
\usemodule[letter][style=dinb]

\setupletter
  [fromname={John Simmons},
   fromaddress={Parkstreet 12\\8257 Green Bay}]

\setupletter
  [toname={Steve Wilson},
   toaddress={Nightstreet 4a\\9183 Cotton Village}]

\startletter
  [opening={Dear Mr Wilson,},
   subject={Brand new templates for Word},
   closing={Best regards},
   signature={John Simmons}]

\input knuth\par

\stopletter
```

Result

John Simmons
Parkstreet 12
8257 Green Bay

Steve Wilson
Nightstreet 4a
9183 Cotton Village

Date
September 15, 2010

Brand new templates for Word

Dear Mr Wilson,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large–scale user; the designer should also write the first user manual.
The separation of any of these four components would have hurt TeX significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.
But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Best regards

John Simmons

Layers

```
\setupletterstyle [...¹,...] [.².] [..,.³.,..]
                              OPTIONAL

1   head foot nexthead nextfoot lefthead leftfoot righthead rightfoot
    address backaddress reference location topmark botmark cutmark
    endmark usermark letternext lettermain

2   option

3   state       =   start stop first next left right leftpage rightpage
                    page subpage
    symbol      =   IDENTIFIER
    style       =
    color       =   IDENTIFIER
    alternative =   IDENTIFIER
    separator   =   IDENTIFIER
    leftmargin  =   DIMENSION
    rightmargin =   DIMENSION
    spacebefore =   DIMENSION
    spaceafter  =   DIMENSION
```
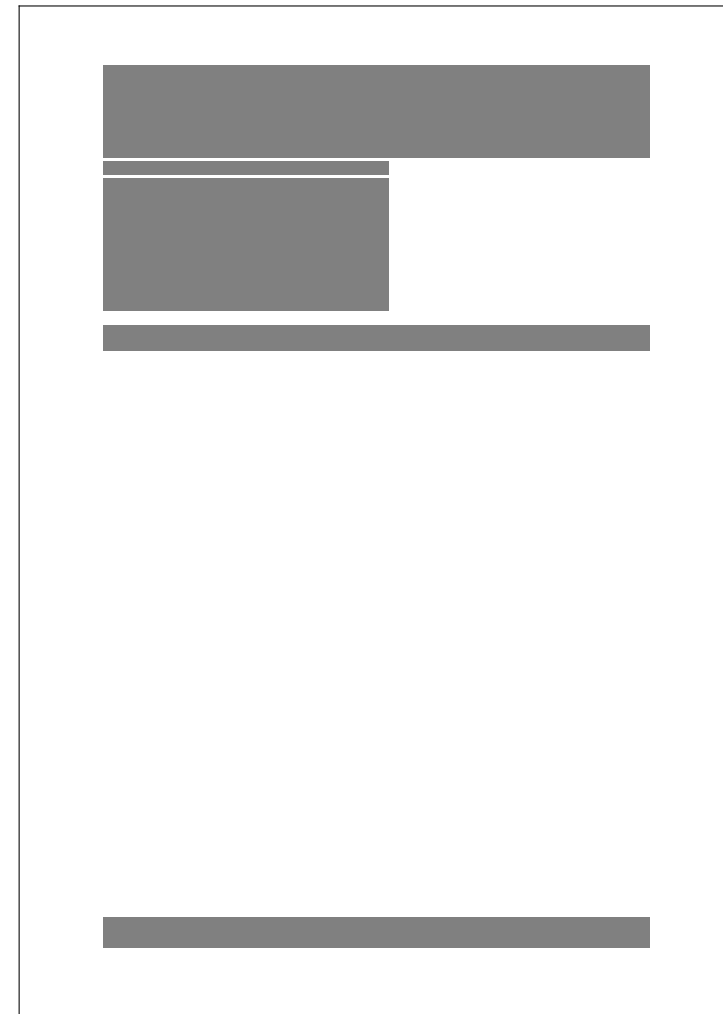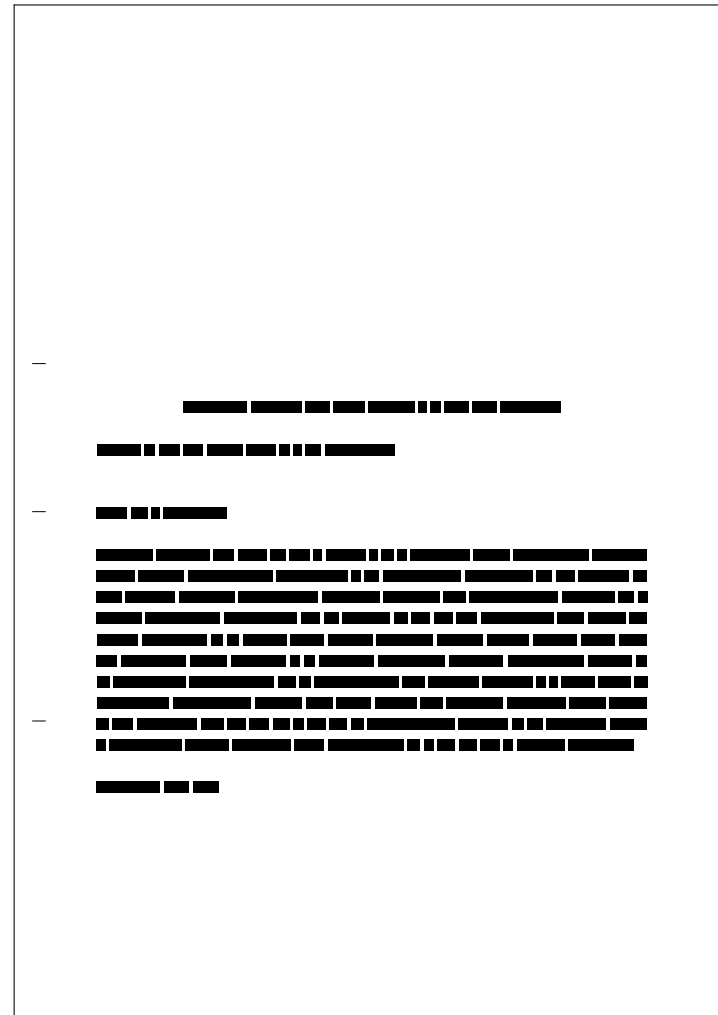
- head, nexthead
- foot, nextfoot
- address
- backaddress
- reference
- location
- topmark, botmark, cutmark, endmark, usermark
- lettermain, letternext

Sections

```
\setupletterstyle [...;...] [..,..=..,..]
                        1              2

1   letterhead dateline referenceline specialnotation insideaddress
    title subject opening content closing appendices

2   before      =  COMMAND
    after       =  COMMAND
    align       =
    style       =
    color       =  IDENTIFIER
    leftmargin  =  DIMENSION
    rightmargin =  DIMENSION
    alternative =  IDENTIFIER
    separator   =  IDENTIFIER
    command     =  \...#1
    optimize    =  yes no
```
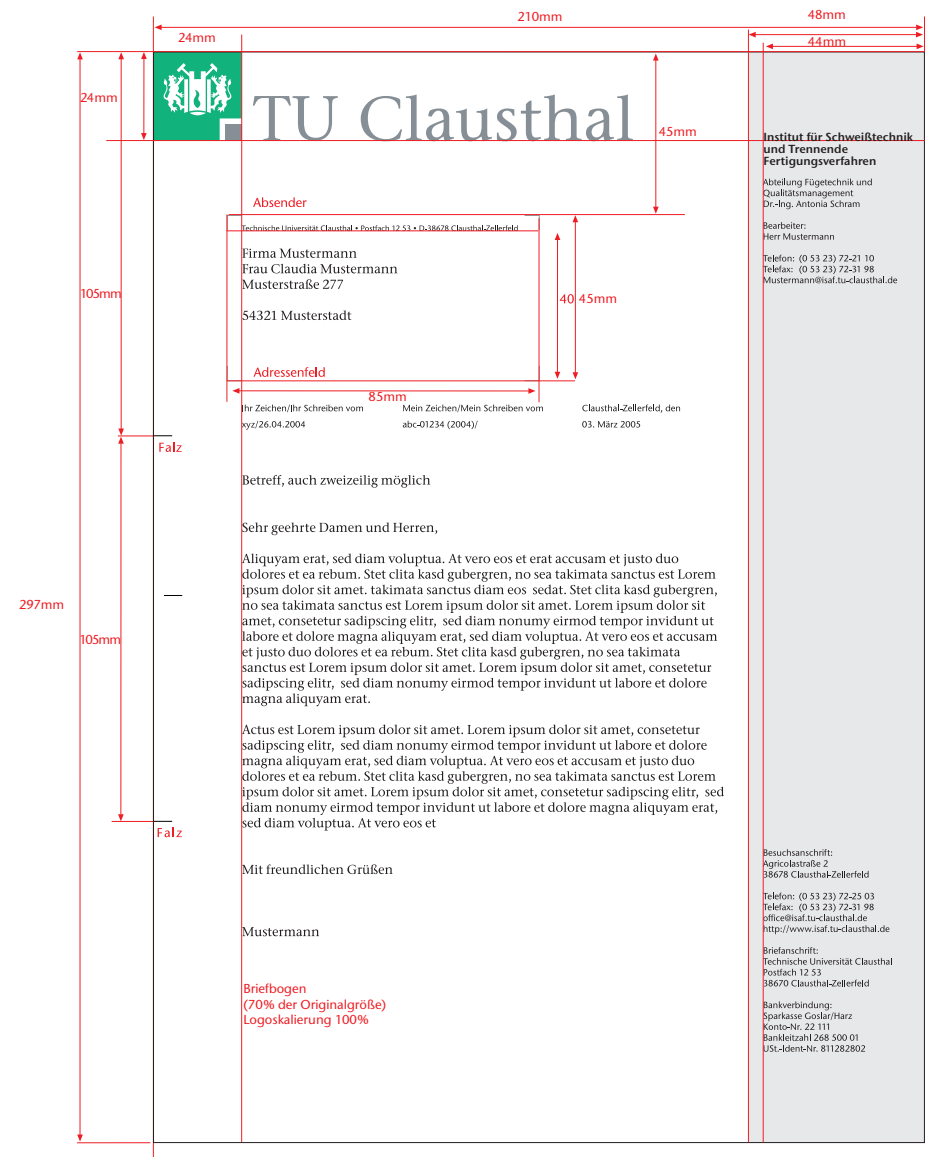
- title
- subject
- opening
- content
- closing
- appendices

Example style – Design

Elements

- Logo (image and text),

- reference line,

- sidebar,

- address line,

- backaddress

Institut für Schweißtechnik und Trennende Fertigungsverfahren

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Bearbeiter:
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Absender

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Firma Mustermann
Frau Claudia Mustermann
Musterstraße 277

54321 Musterstadt

Adressenfeld

Ihr Zeichen/Ihr Schreiben vom   Mein Zeichen/Mein Schreiben vom   Clausthal-Zellerfeld, den
xyz/26.04.2004   abc-01234 (2004)/   03. März 2005

Betreff, auch zweizeilig möglich

Sehr geehrte Damen und Herren,

Aliquyam erat, sed diam voluptua. At vero eos et erat accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. takimata sanctus diam eos sedat. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat.

Actus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et

Mit freundlichen Grüßen

Mustermann

Briefbogen
(70% der Originalgröße)
Logoskalierung 100%

Besuchsanschrift:
Agricolastraße 2
38678 Clausthal-Zellerfeld

Telefon: (0 53 23) 72-25 03
Telefax: (0 53 23) 72-31 98
office@isaf.tu-clausthal.de
http://www.isaf.tu-clausthal.de

Briefanschrift:
Technische Universität Clausthal
Postfach 12 53
38670 Clausthal-Zellerfeld

Bankverbindung:
Sparkasse Goslar/Harz
Konto-Nr. 22 111
Bankleitzahl 268 500 01
USt.-Ident-Nr. 811282802

210mm 48mm 24mm 44mm 24mm 24mm 45mm 105mm 40 45mm 85mm Falz 297mm 105mm Falz

Example style – Layout

```
\useletterstyle[default]

\setupletterstyle
  [firstpage,secondpage]
  [backspace=24mm,
   cutspace=55mm,
   width=middle,
   header=0pt,
   topspace=115mm,
   bottomspace=20mm,
   footer=0pt]
```

Betreff
Sehr geehrte Damen und Herren,
Thus, I came to the conclusion that the designer of a new system
must not only be the implementer and first large–scale user; the
designer should also write the first user manual.
The separation of any of these four components would have hurt
TeX significantly. If I had not participated fully in all these activ-
ities, literally hundreds of improvements would never have been
made, because I would never have thought of them or perceived
why they were important.
But a system cannot be successful if it is too strongly influenced
by a single person. Once the initial design is complete and fairly
robust, the real test begins as people with many different view-
points undertake their own experiments.
Mit freundlichen Grüßen

Mustermann

Example style – Spacing

```
\setupletterstyle
   [subject]
   [after={\blank[2*line]}]

\setupletterstyle
   [opening]
   [after={\blank[line]}]

\setupletterstyle
   [content]
   [after={\blank[2*line]}]
```

Betreff

Sehr geehrte Damen und Herren,

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Mit freundlichen Grüßen

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Example style – Head

```
\setupletterstyle
  [head]
  [hoffset=0pt,
   voffset=0pt,
   color=darkgray,
   alternative=clausthal]

\setupletterstyle
  [head][frame]
  [height=24mm]

\defineletterelement[head][clausthal]
  {\externalfigure[logo][width=24mm,height=24mm]
   \space
   \definedfont[Serif at 50pt]TU Clausthal}
```

TU Clausthal

Betreff

Sehr geehrte Damen und Herren,

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must not only be the implementer and first large–scale user; the
designer should also write the first user manual.
The separation of any of these four components would have hurt
TEX significantly. If I had not participated fully in all these activ-
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why they were important.
But a system cannot be successful if it is too strongly influenced
by a single person. Once the initial design is complete and fairly
robust, the real test begins as people with many different view-
points undertake their own experiments.

Mit freundlichen Grüßen

Mustermann

Example style – Address

```
\setupletterstyle
  [address]
  [hoffset=24mm,
   voffset=50mm,
   alternative=clausthal]

\defineletterelement[address][clausthal]
  {\blank\setupinterlinespace
   \lettervalue{toname}\\
   \lettervalue{toaddress}}
```

and

```
\setupletter
  [toname={Firma Mustermann\\Frau Claudia Musterma
   toaddress={Musterstraße 277\\54321 Musterstadt}
```
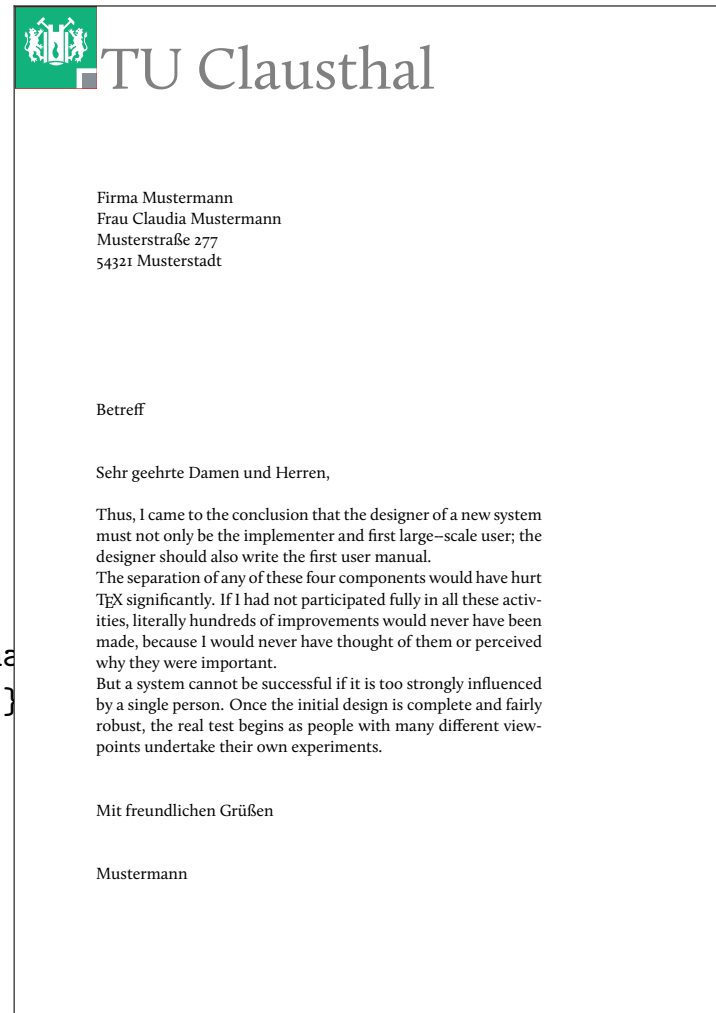
```
\setupletterstyle
  [option]
  [backaddress=yes]


\setupletterstyle
  [backaddress]
  [hoffset=24mm,
   voffset=45mm,
   style={\switchtobodyfont[5pt]}]
```

and

```
\setupletter
  [backaddress={Technische Universität Clausthal\\
12\,53\\D-38678 Clausthal-Zellerfeld}]
```
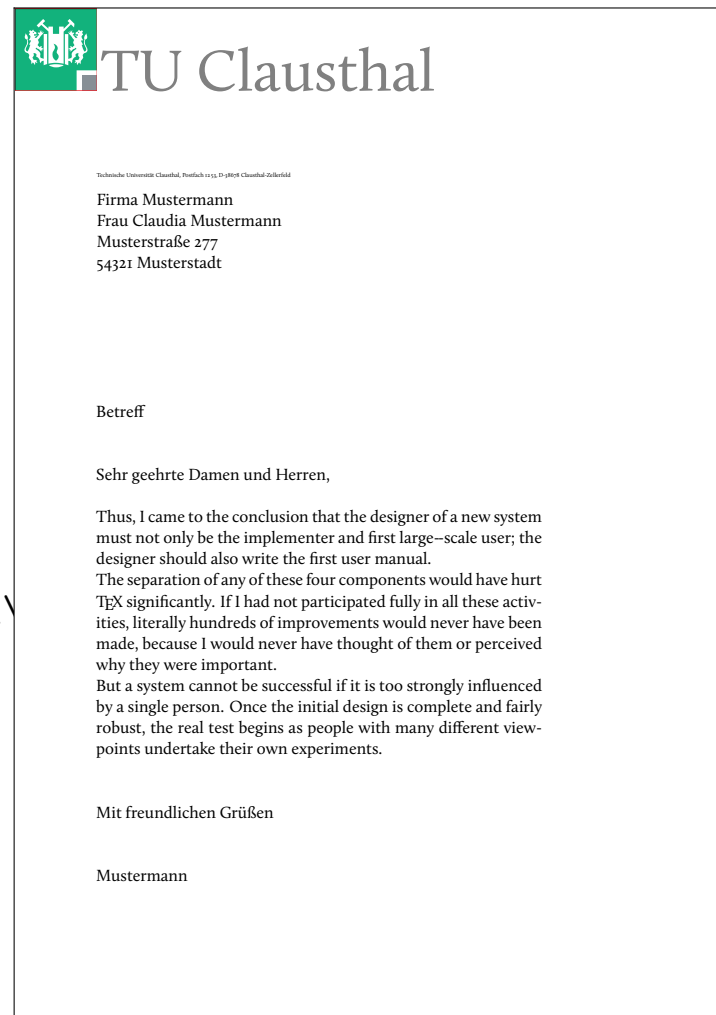
Example style – Reference line

```
\setupletterstyle
  [reference]
  [hoffset=24mm,
   voffset=95mm,
   style={\switchtobodyfont[7pt,ss]},
   alternative=clausthal]

\defineletterelement[reference][clausthal]
  {\bTABLE[frame=off,textwidth=\hsize,option=stretch]
     \bTR
       \bTD Ihr Zeichen/Ihr Schreiben vom \eTD
       \bTD Mein Zeichen/Mein Schreiben vom \eTD
       \bTD Clausthal-Zellerfeld, den \eTD
     \eTR
     \bTR
       \bTD \lettervalue{mysign} \eTD
       \bTD \lettervalue{yoursign} \eTD
       \bTD \lettervalue{date} \eTD
     \eTR
   \eTABLE}
```

and

```
\setupletter
  [mysign={xyz/26.04.2004},
   yoursign={abc-01234 (2004)/},
   date=\currentdate]
```
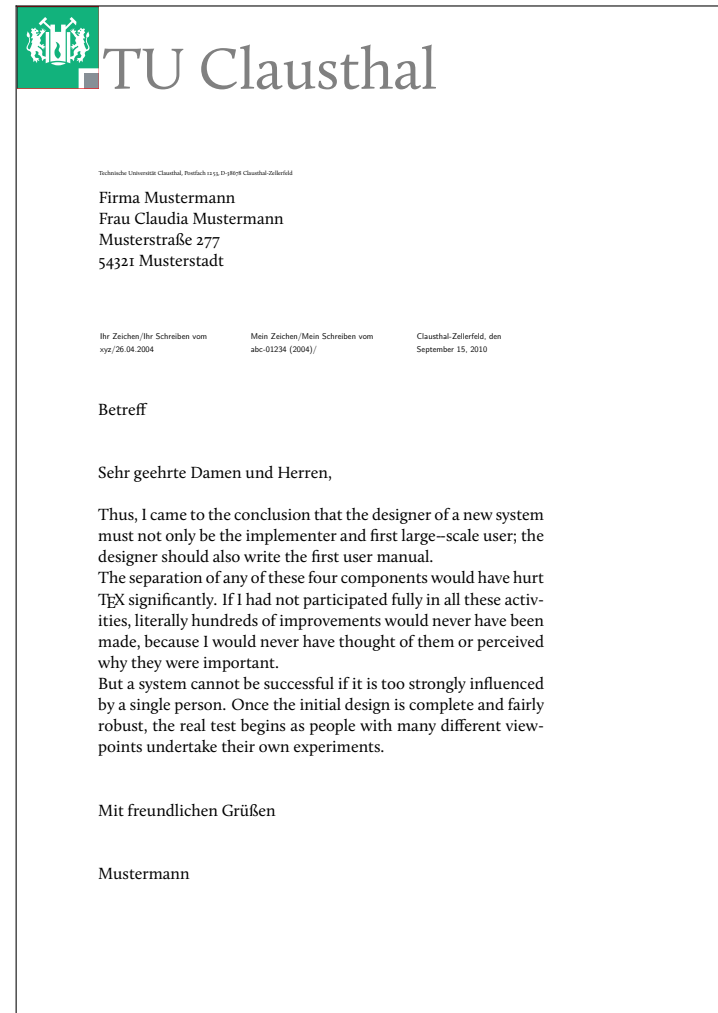
Example style – Sidebar (1)

```
\setupletterstyle
  [location]
  [preset=righttop,
   background=color,
   backgroundcolor=gray,
   hoffset=0pt,
   voffset=0pt,
   alternative=clausthal,
   style={\switchtobodyfont[7pt,ss]}]

\setupletterstyle
  [location][frame]
  [width=48mm,
   height=\paperheight,
   offset=4mm,
   toffset=20mm,
   boffset=20mm,
   align={right,broad}]
```

```
\defineletterelement[location][clausthal]
  {{\bfa\setupinterlinespace ...\par}
   \blank
   Abteilung Fügetechnik und ...\\

   ...
   \vfill
   Besucheranschrift:\\
   Agricolastraße 2\\
   38678 Clausthal
   \blank
  ...}


\startsetups letter:location
\letterelement[location][clausthal]
\stopsetups

and

\setupletter
  [name={Herr Mustermann},
   phone={(0\,53\,23)\,72-21\,10},
   fax={(0\,53\,23)\,72-31\,98},
   email={Mustermann@isaf.tu-cluasthal.de}]
```