

3245 Foo St.
Gnu York
USA

August 24, 2004

Sam Jones
Institute for Study
Princeton, N.J.

Deer John,

This is the basic \LaTeX letter class. It uses the classic formal letter layout, and is quite simple. It has most of the features of the `article` class, such as the `enumerate`, etc., environments and `table/array` capabilities.

This template is for the people who say “oh, \TeX is clearly good for long reports and stuff, but writing a letter’s heaps easier in Word”. I hope you’ll agree the time saved *not* setting up margins and indents, *ad nauseum* every time you need to write a letter, more than tips to balance in \LaTeX ’s favour.

Sincerely,

Larry User

cc: Tinker
Evers
Chance

encl: Résumé
References

PS How 'bout this letter class?

PPS Don't forget to look at `scrletter2`, the KOMA-Script letter class, as well.

3245 Foo St.
Gnu York
USA

August 24, 2004

Albert Bensimon
Adelaide, SA
AUSTRALIA 5001

To whom-ever it may or may not concern,

You could keep all of your correspondence to a single person in a single document. If you really wanted. Don't forget to check out the envelope labels on the last page...but be warned: they're not very fancy!

If you don't want the next bit indented so much (or at all!), you can set the length with a `\setlength{\longindentation}{0pt}`.

Sincerely,

Larry User

PS: Don't use the other KOMA-Script letter class (`scrletter`)—it is obsolete!

Sam Jones
Institute for Study
Princeton, N.J.

Albert Bensimon
Adelaide, SA
AUSTRALIA 5001