My Logo

My Company's Letterhead

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To whom may be concerned
with writing letters with LaTeX
(and want them to bear a letterhead
of *their own* choice!)

Subject: **The C.D.P. Bundle version 0.36.**

February 8, 2018

Dear friends:

This letter describes the new "bells and whistles" that have been made available in version 0.36 of the C.D.P. Bundle. This version is just a provisional patch applied on what essentially remains "fossil" code, in need of a thorough redesign; nonetheless, it does provide some long-awaited features, most prominently the ability to modify, with reasonable ease, the letterhead produced by the `letterhead` environment.

The author wishes to thank Lorenzo Pantieri for having promoted, in his excellent work "*Complementi all'Arte di scrivere con LaTeX*" ("Additions to The art of writing with LaTeX"), the use of the letteracdp document class, which is the main component of the C.D.P. Bundle. This letter (indirectly) uses the articoletteracdp document class.

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To: Whom it may concern *February 8, 2018*

Introduction

The C.D.P. Bundle was essentially written between 1999 and 2000 (for an Italian audience), and even at that time it contained code that was already deprecated; even worse, its design was flawed since the beginning, because it had been conceived for a specific and limited application (the letters of the C.D.P., exactly), and was adapted for more general use only as an afterthought.

A thorough redesign would therefore be needed; on the other hand, some users have suggested, or asked for, improvements and additions, in particular for what concerns the use of the bundle with other languages besides Italian (see Section 2), that can be implemented rather easily by means of provisional patches. I have already been deferring the introduction of these comparatively harmless enhancements for five years, waiting for the right moment to undertake the task of redesigning the bundle from scratch, but now I have resolved to simply patch up the existing version.

The version herein presented, therefore, is far from being optimal: no serious attempt has been made to remove "fossil" code, nor to bring it up to date with modern LaTeX usage. I have removed, however, the adiseal package and the lettcdpadi document class, of which, probably, nobody besides me even remembers the purpose.

*** **WOW!!** *** Though, **good news** are coming for all those users who asked for a means to **customize the letterhead** produced by the C.D.P. Bundle: a reasonably viable method for doing so has been provided at last! ☺☺☺ The method requires the use of the cdpaddon package, passing in the new option `customletterhead`. You can specify the contents of your custom head and foot by means of two new environments, called `customletterhead` and `customletterfoot`, which are similar, to a certain extent, to the `minipage` environment. This should give you the maximum freedom in designing the letterhead (having recourse to `picture`s and images, if you wish to), whilst adopting an interface you are surely well familiar with. See Section 1 for more information.

Another nifty feature is the ability to draw a thin rule to guide your hand in signing your letters: you ask for this behavior by passing the new `signaturerule` option to the letteracdp document class. See Section 3 for more information.

Finally, some minor corrections of an aesthetic nature have also been brought in, which are concisely discussed in Section 4.

1. My own letterhead, at last!

One of the questions that users ask most frequenty about the C.D.P. Bundle is perhaps "How the hell can I put *my own* letterhead in the place of that silly greenish thing?"; so, let's start with this one!

1.1. For the impatient. Listing 1 explains what you have to do, in order to define a simple customized letterhead, by means of a practical example. It shows the complete contents of the LaTeX source file: by mimicking this code, you should easily obtain what suits your needs. Let us skim briefly through it.

First of all, note that we load the cdpaddon package, with the `customletterhead` option (as well as a few other useful packages that, of course, have nothing to do with letterheads). Then come the usual declarations concerning the sender, the date, etc.

```
\documentclass
    [twoside,boldsubject,italicsignature,shortindent,signaturerule]
    {letteracdp}[2018/02/08]
\usepackage[T1]{fontenc}
\usepackage[english]{cdpbabel}
\usepackage[customletterhead]{cdpaddon}[2018/02/08]
\usepackage{url,lipsum}

\address{
    Gustavo \textsc{Mezzetti}\\
    \protect\url{gustavo.mezzetti@istruzione.it}
}
\signature{Gustavo Mezzetti}
\date{February~8, 2018}
\place{Padova}



% Definition of your letterhead occurs here:

\begin{customletterhead}{\textwidth}
    \centering \Huge
    My Huge Centered Letterhead
\end{customletterhead}
\begin{customletterfoot}{\textwidth}
    \raggedleft \tiny
    \ruleacrossheadorfoot
    My (almost unreadable) small print\\
    flushed against the right margin.
\end{customletterfoot}



\begin{document}

\begin{foldedletterhead}[Whom it may concern]
    {To whom it may concern}
    [My own letterhead, at last!]

\makepresentation
\maketopdate\relax

\lipsum[1-2]

\makesignature

\end{foldedletterhead}

\end{document}
```

Listing 1: How to customize the letterhead.

Still in the preamble—as we will soon see, we could do this in other places too, but also the preamble is absolutley OK—we start a `customletterhead` environment. This environment has the following synopsis:

`\begin{customletterhead}{`⟨*wdth*⟩`}` ⟨*text*⟩ `\end{customletterhead}`

As you can see, it resembles a `minipage` environment, except that you cannot specify the vertical alignment of the material contained therein (because you don't need to: the mini page you are producing has not to be aligned with any nearby constructs); and indeed, it creates a "mini page" of width ⟨*wdth*⟩ containing the ⟨*text*⟩ you specify. This ⟨*text*⟩ should be your letterhead: for example, the code shown here will produce a letterhead, centered between the margins of the body of the main text, which reads "My Huge Centered Letterhead"—and actually looks like that! ☺

Next, we do the same for the footer, using the `customletterfoot` environment, which is syntactically identical to `customletterhead`:

`\begin{customletterfoot}{`⟨*wdth*⟩`}` ⟨*text*⟩ `\end{customletterfoot}`

By examining the code, you can easily tell that, this time, the footer will be aligned against the right margin (`\raggedleft`) and set in `\tiny` type—which is what the text itself says, after all. But what does the `\ruleacrossheadorfoot` command do? Well, it simply draws a horizontal rule, which... yes, extends across the whole footer. You could use one of the standard commands for producing rules, here (LaTeX's `\rule`, plain TeX's `\hrule`), but this one has been specifically crafted for use inside the two abovementioned environments; it consumes no vertical space, and does not alter the distance (`\baselinekip`) between the baselines of adjacent lines of text. Moreover, it can take optional arguments to modify its appearance, as we shall see in a minute.

You can try out this example by yourself (I advise you to do so), but for your convenience the output it typesets is reproduced in a separate letter that you find enclosed with this one, just after it in this same file. If you have a look at the result, you will be glad to note that the thin sign that the `foldedletterhead` environment is supposed to draw along the right edge of the sheet, to mark the exact point where it should be folded, is drawn also when the original letterhead is replaced by yours. This is just fine (but see also Paragraph 1.5).

1.2. A deeper look. As you, certainly, have already guessed, the two environments introduced above simply save their contents into a box; the `customletterhead` option causes these two boxes to be used in place of the header and the footer, respectively, that had been originally defined by the letteracdp document class. More precisely, when the `customletterhead` option is in force, a copy of those boxes is centered, with first-order infinite glue, in the header (resp., in the footer) line, pretending that they have zero height and depth, with the bottom (resp., top) margin of the box defined by `customletterhead` (resp., `customletterfoot`) aligned along the baseline of the header (resp., of the footer) line of the page. Note that the cdpaddon package defines the `customletterhead` and `customletterfoot` environments, and their associated storage boxes, even if you do *not* specify the `customletterhead` option: this option simply dictates whether or not those two boxes should be *used* for the letterhead. This is good, since it means that the presence or absence of the `customletterhead` option will not affect the *syntax* of your document, but only the appearance of the typeset output, which is how options should behave.

```
\begin{foldedletterhead}[Someone Else]{
    To Someone Else\\
    Some other place\\
    Some other city
}[
    Another letterhead.
]

\begin{customletterhead}{\textwidth}
    \raggedright \Huge
    A different head
\end{customletterhead}
\begin{customletterfoot}{\textwidth}
    \centering
    \ruleacrossheadorfoot
    A different foot
\end{customletterfoot}

\opening{Dear Someone,}

\lipsum[1-2]

\closing{Best regards.}

\end{foldedletterhead}
```

Listing 2: How to customize the letterhead for a single letter.

1.3. The letterhead is defined locally. As we indicated in Paragraph 1.1, the output produced by listing 1 is shown in a separate letter enclosed after this one; you may be wondering how I managed to produce two (or, actually, several) letters with different letterheads in a single LaTeX run (yes, it *was* a single run). Well, I am the author of the package, and I could have played some nasty trick; but actually I didn't need to, because the `customletterhead` and `customletterfoot` environments save their contents in their associated storage boxes *locally*. This means that if they are postioned *within* the environment that produces a certain letter (say, *e.g.*, `foldedletterhead`), the header and the footer will be changed *only* for that letter; for subsequent ones, the former header and footer will be reinstated. Of course, the redefinitions must occur before the `\opening` command (or anything else that typesets text).

This point is further illustrated in listing 2, which shows how to customize the letterhead for just a single letter. This code has been copied and then pasted toward the end of this file, to show, in a third, independent letter, the output it produces. Actually, for this I *did* have to play some tricks not included in the code of the listing, in order to "decolor" the thin sign that marks the point where the sheet is to be folded, and to reset the value of the `\longindentation` parameter; but both these changes can be made "locally" too. There is a slight complication deriving from the fact that, in order for a change to `\longindentation` to turn effective in a given "letter-making" environment, the change must occur *outside* the "letter-making" environment itself: this forced me to supply an additional level of grouping.

1.4. Your own classes for your own letterhead. If you know LaTeX well, there will probably be one last point that still bothers you. We said, in Paragraph 1.1, that the `customletterhead` and `customletterfoot` environments can very well be embedded in the preamble, without causing any trouble: how come the typesetting that occurs inside these environments does not trigger the "Missing `\begin{document}`" error? The answer is simply that these two environments have been specifically made exempt from this error, precisely in order to permit you to include them in the preamble too; and this, in turn, has been done because the concept of "preamble" also covers the code included in custom classes that you write yourself.

This means that you can write your own custom classes that produce your own custom letterhead, which is nice. ☺ We use the plural, because you will surely want to define customized versions of *both* the letteracdp class *and* the articoletteracdp class; the best way to do so is to write three distinct files, as we are now going to explain.

So, let us suppose that you want to define two custom classes, named myletter and myarticletter, respectively, that both produce the same letterhead as the one we saw in listing 1. For this, you write three files called `myletter.cls`, `myarticletter.cls`, and `mylogo.def`, whose contents are reproduced in listings 3, 4, and 5, respectively. As you can see, the purpose of `myletter.cls`/`myarticletter.cls` is just to supply "glue code" toward (the letteracdp/articoletteracdp classes and) the `mylogo.def` file, which is the single place where the redefinition of the letterhead occurs.

Listing 6 shows a more elaborate example of a `mylogo.def` file to go together with the same two class files shown in listings 3 and 4. Here we have added a touch of superior style not only by employing color and some fancy fonts, but also by having recourse to the fine adjustments described in the next paragraph (because of the fonts, this example might not work on all TeX installations). The letterhead defined by this example is exactly the same as the one this letter itself bears on its first page.

1.5. Fine points of style. The first fine point of style that should be noted in listing 6 is that the `\longindentation` rigid length is set equal to the width of the writing of the letterhead ("My Company's Letterhead"). Since the "letter-making" environments indent the address of the addressee precisely by the amount of `\longindentation`, this will cause such addresses to be neatly aligned with a visually relevant element of the design of the letterhead (the rule on the right); you should do the same with your own letterhead, if it contains a similarly relevant component. If you do not yourself assign it a value, `\longindentation` is set to half the value of `\textwidth`.

The second fine point to note is that the sign that marks the fold is drawn in the same color as the rest of the letterhead. The C.D.P. Bundle computes the vertical position of this sign, but to actually draw it, it calls the `\foldingtagrule` command, which the end user can redefine. This command works similarly to `\footnoterule`, and, like the latter, should take up no vertical space. Its "factory" definition is backed up in the `\CDPFactoryFoldingTagRule` command (which should *never* be redefined, of course); as you can see, in listing 6 we redefine `\foldingtagrule` to simply invoke the factory default after setting the appropriate color.

The third, and last, point to note is that the `\ruleacrossheadorfoot` command can get an optional argument in which an inset from the text margins can be specified; a *negative* inset, like here, causes the rule to protrude into the margins. A second optional argument let you indicate different insets for the left and the right margin, in this order. Note that these arguments *must* contain *rigid* lengths.

```
\NeedsTeXFormat{LaTeX2e} % LaTeX2e is required!
\ProvidesClass{myletter}
              [2018/02/08 v0.03 (development)]
\LoadClassWithOptions{letteracdp}[2018/02/08]
\input{mylogo.def}
\endinput
```

Listing 3: Contents of the `myletter.cls` *file.*

```
\NeedsTeXFormat{LaTeX2e} % LaTeX2e is required!
\ProvidesClass{myarticletter}
              [2018/02/08 v0.03 (development)]
\LoadClassWithOptions{articoletteracdp}[2018/02/08]
\input{mylogo.def}
\endinput
```

Listing 4: Contents of the `myarticletter.cls` *file.*

```
\ProvidesFile{mylogo.def}[2018/02/08 v0.03 (development)]

\RequirePackage[customletterhead]{cdpaddon}[2018/02/08]

\begin{customletterhead}{\textwidth}
    \centering \Huge
    My Huge Centered Letterhead
\end{customletterhead}
\begin{customletterfoot}{\textwidth}
    \raggedleft \tiny
    \ruleacrossheadorfoot
    My (almost unreadable) small print\\
    flushed against the right margin.
\end{customletterfoot}

\endinput
```

Listing 5: Contents of the `mylogo.def` *file.*

```
\ProvidesFile{mylogo.def}[2018/02/08 v0.03 (development)]

\RequirePackage[customletterhead]{cdpaddon}[2018/02/08]
\RequirePackage{color}

\DeclareFontFamily{T1}{my@calli}{}
\DeclareFontShape{T1}{my@calli}{m}{n}{<->s*[1.44]callig15}{}

\definecolor{my@lh@color}{rgb}{0,.4,.4}

\begin{customletterhead}{\textwidth}
    \color{my@lh@color}
    \fontsize{17}{21}\usefont{T1}{my@calli}{m}{n}
    \leftline{%
        \setlength{\unitlength}{1cm}%
        \begin{picture}(0,0) % you can use \includegraphics instead
            \put(-2,0){\framebox(1.8,1.2){%
                \normalsize\ttfamily My Logo%
            }}
        \end{picture}%
        My Company'\,s Letterhead\enspace
        \hrulefill\hspace{-2cm}%
    }
\end{customletterhead}

\settowidth{\longindentation}{%
    \fontsize{17}{21}\usefont{T1}{my@calli}{m}{n}%
    My Company'\,s Letterhead\enspace
}

\begin{customletterfoot}{\textwidth}
    \color{my@lh@color}
    \fontsize{5}{6}\usefont{T1}{pplx}{m}{n}
    \raggedleft
    \ruleacrossheadorfoot[-2cm]
    My (almost unreadable) \textsc{small print},\\
    aligned along the \textit{right} edge\\
    of the main text.
\end{customletterfoot}

\renewcommand*{\foldingtagrule}{%
    \color{my@lh@color}\CDPFactoryFoldingTagRule
}

\endinput
```

Listing 6: Contents of a more elaborated `mylogo.def` *file.*

2. Other languages besides Italian

Like many other document classes and packages, the classes of the C.D.P. Bundle mark up some portions of the output they produce by adding certain descriptive strings, that, by default, are written in Italian. For example, when you have requested the `headings` page style, the name of the addressee, which is printed atop pages, is preceded by the string "*A:*" (= "To:"); similarly, when you issue the command `\tableofcontents` in a documents that adopts the articoletteracdp document class, the table it produces is titled "*Sommario*" (= "Contents"); and so on.

When the C.D.P. Bundle was used only by the members of the *Coordinamento*, the Italian defaults it provided for those captions were, of course, quite adequate; as long as its use remained confined to the Italian LaTeX community, they were still acceptable; but now, questions about how to adapt the C.D.P. Bundle to foreign languages have begun to be asked in some Internet forums by users around the world, pushing me to reconsider the matter.

Of course, the Italian captions are not (nor they have ever been) "hard-wired" in the code: they are defined by macros that follow the usual naming conventions (`\headtoname`, `\contentsname`, and so on). Thus, it's only a matter of redefining these "hooks" to suit the target language. However, it would be desirable to have some standard definitions set for each language; but unfortunately, this cannot be attained just by loading the babel package, for two reasons. In the first place, there are some captions that are specific to the C.D.P. Bundle and are therefore not cared for by the babel package: for example, the (optional) subject of a letter is preceded by the expansion of `\subjectname` (which is "*Oggetto:*" in Italian and should be "Subject:" in English), a hook the babel package knows nothing about. Secondarily, even for those hooks that are standard, sometimes the definition provided by the babel package seems (at least to me) not adequate for a letter; in particular, alas, if you load babel with the `italian` option (as you ordinarily do when you are writing in Italian), it actually *cancels* the definitions preset by the C.D.P. Bundle, substituting for them strings that I deem more suitable for articles or books, for which they are indeed intended, than for letters (for example, `\contentsname` → "*Indice*" in babel, instead of `\contentsname` → "*Sommario*", as defined by the C.D.P. Bundle; `\refname` → "*Riferimenti bibliografici*" in babel, instead of `\refname` → "*Testi citati*", as I prefer).

To supply a *provisional* solution to this problem, a new component has been added to the C.D.P. Bundle: the cdpbabel package. The idea is that, when using one of the document classes of the C.D.P. Bundle, you load the cdpbabel package *instead of* babel, and let the former load the latter on your behalf; in this way, you offer it a chance to augment, or amend, the definitions made by babel itself. This solution might seem inelegant (and admittedly it is), but the problem is more subtle than it may look at first sight, involving also compatibility issues with existing documents, and I need to further investigate it. It is hoped that a more satisfactory scheme will be found for future releases.

In practice, all the cdpbabel package has to do is (to load babel and) to issue an `\addto{\captions`⟨*language*⟩`}{...}` command (or better, one such command for each required ⟨*language*⟩), with "..." replaced by the appropriate redefinitions; the list, and the details, of such redefintions are of course dictated by ⟨*language*⟩, so cdpbabel takes them from what we will call a "C.D.P. language definition file". This is a text file that, by convention, must be named `cdpnames`⟨*language*⟩`.ldf`, where ⟨*language*⟩ is the name of the corresponding language option (for example,

```
\ProvidesFile{cdpnames⟨language⟩.ldf}[⟨date & version⟩]

\def\@cdpbabel@letter@names{%
  \def\subjectname      {⟨Subject:⟩}%
  \def\registeredname   {⟨Registered⟩}%
  \def\registeredRRname {⟨Registered R.R.⟩}%
  \def\andccname        {⟨cc (in addresses)⟩}%
  \def\ccname           {⟨cc (at end of letters)⟩}%
  \def\enclname         {⟨Encl:⟩}%
  \def\PSname           {⟨P.S.:⟩}%
  \def\headtoname       {⟨To:⟩}%
  \def\lettername       {⟨Letter⟩}%
  % More captions could be added in the future.
}
\def\@cdpbabel@artlet@names{%
  \def\contentsname     {⟨Contents⟩}%
  \def\listfigurename   {⟨List of figures⟩}%
  \def\listtablename    {⟨List of tables⟩}%
  \def\refname          {⟨References⟩}%
  \def\indexname        {⟨Index⟩}%
  \def\figurename       {⟨Figure⟩}%
  \def\tablename        {⟨Table⟩}%
  % More captions could be added in the future.
}

\endinput
```

Listing 7: Contents of a `cdpnames⟨language⟩.ldf` *file.*

```
\usepackage[english,italian]{cdpbabel}
```

invokes both `cdpnamesenglish.ldf` and `cdpnamesitalian.ldf`, in this order), and which must adhere to the format shown in listing 7.

As you can see, a "C.D.P. language definition file" must define two macros, named `\@cdpbabel@letter@names` and `\@cdpbabel@artlet@names`, respectively: in the first you put the redefinitions that should be added to `\captions`⟨*language*⟩ when only the letteracdp class has been loaded; in the second you list the additional redefinitions that apply if the articoletteracdp class is loaded too; and that's all. Listing 7 details exactly what hooks need to be redefined when switching to another language; in principle, you must supply a suitable redefinition for each of them, but of course, when a hook is already defined by the babel package in a way that you think suits, you may omit it from your list (or, perhaps better, comment it out).

At present, the C.D.P. Bundle ships with *just two* such definition files included: they are `cdpnamesitalian.ldf`, for Italian, and `cdpnamesenglish.ldf`, for English. For all other languages, you'll have to write and install appropriate files yourself. Needless to say, you are most welcome if, after doing so, you want to contribute your work for inclusion in future releases of the C.D.P. Bundle. Look at these two provided files, and in particular at `cdpnamesenglish.ldf`, for inspiration about the intended meaning of the captions (which sould be quite obvious, however).

3. The new `signaturerule` option

Some users have asked for a means to add a thin rule in signatures, just above the signer's name, to mark the place when the handwritten signature should be put. Although, in my opinion, such usage is highly questionable (only pupils in primary school need rules to guide their writing!), nevertheless it has now been supported. You request this behavior by passing the new `signaturerule` option to the letteracdp document class. Indeed, the decision whether to draw the rule or not is a matter of style and, as such, should be made, once for all, for the whole document.

Even if you do specify the `signaturerule` option, the rule will *not* be drawn inside a `signatureenv*` environment, because this environment is meant exactly to be used when you are not going to sign the letter by hand. This applies also to the $*$-form of the `\closing` and of the `\makesignature` commands, which are used for the same purpose and which invoke, directly or indirectly, precisely the `signatureenv*` environment.

To produce the rule, the letteracdp class calls the `\signaturerule` command, which you can customize, if you want to, to suit your needs. This command is called in LaTeX's "LR mode" (or, to be more precise, in TeX's "restricted horizontal mode"), and it should construct a horizontal box containing the rule, aligned along the baseline of the box itself; for example,

```
\renewcommand*{\signaturerule}{%
    \makebox[5cm]{\hrulefill}
}
```

could be a typical (re)definition. The default definition of `\signaturerule` is actually like this one, except that it draws a thinner rule, and that it allows you to specify the horizontal length of the rule (*i.e.*, its width). Specifically, the `\signaturerulewidth` parameter, which is a rigid length, indicates the width of the rule produced by the default definition of `\signaturerule`. Should you ever redefine the latter, you should honor this parameter in your redefinition, *e.g.*,

```
\renewcommand*{\signaturerule}{%
    \makebox[\signaturerulewidth]{\hrulefill}
}
```

But I think you will hardly need this: most users will content themselves with changing the width of the rule.

For completeness' sake, the `nosignaturerule` option is defined too: it is the default, and it does not draw the rule.

4. Aesthetic adjustments

The `\cc` and `\encl` command have been reimplemented in such a way to include the "correct" interline glue above and below their output. Remember that the output produced by these command is kept on the same page as the signature; this means, in particular, that the `\encl` command should be used only for very short lists of enclosures (one item or two). For longer lists, utilize the `enclosures` environment, which mildly encourages a page break above itself.

5. A sample letter

Listing 8 shows a sample input file that illustrates the features covered in this letter: it uses the myletter sample class defined in Paragraph 1.4, with the letterhead drawn by the "more elaborate" version of the `mylogo.def` file that is reproduced in listing 6, the `signaturerule` option described in Section 3, and the `\encl` command touched upon in Section 4. As before, the output produced by this example is shown in a separate letter at the end of this file.

That, more or less, is all we had to say about version 0.36 of the C.D.P. Bundle. For further information, write to the author: his e-mail address is on the first page.

Best regards.

Gustavo Mezzetti

P.S.: Please note that myletter also used to be (a great many years ago) the obsolete name of the akletter document class. Instructing you to create a custom class by that name shouldn't cause you any trouble in 2018 ☺, but I want to inform you all the same of the potential name conflict.

```
\documentclass
    [twoside,boldsubject,italicsignature,shortindent,signaturerule]
    {myletter}
\usepackage[T1]{fontenc}
\usepackage[english]{cdpbabel}
\usepackage{url,lipsum}

\name{Michael Youngster Name}
\address{
    Mike Y. \textsc{Name}\\
    Sails Manager\\
    \protect\url{m.y.name@my.company.com}
}
\signature{Mike Y. Name\\Sails Manager}
\date{February~8, 2018}
\place{Mamina del Rey}

\hfuzz = 0pt
\vfuzz = 0pt



\begin{document}

\begin{foldedletterhead}[R.~J.~Drofnats]{
    Revinu~J. \textsc{Drofnats}\\
    Department of Farm Ecology\\
    University of St.\,Anford\\
    Haga Alto, CA~94321
}[
    Our new sails.
]

\opening{Dear affectionate customer:}

we are delighted to have the opportunity of presenting our new
collection of sails for the incoming yachting season\ldots

\lipsum[1-2]

\closing{Sincerely,}

\encl{2018 Catalogue\\Invitation card}

\end{foldedletterhead}

\end{document}
```

Listing 8: A sample input file that uses the new features.

My Huge Centered Letterhead

Gustavo Mezzetti
gustavo.mezzetti@istruzione.it

To whom it may concern

Subject: **My own letterhead, at last!**

February 8, 2018

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Gustavo Mezzetti

A different head

Gustavo Mezzetti
gustavo.mezzetti@istruzione.it

To Someone Else
Some other place
Some other city

Subject: **Another letterhead.**

February 8, 2018

Dear Someone,

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Ut purus elit, vestibulum ut, placerat ac, adipiscing vitae, felis. Curabitur dictum gravida mauris. Nam arcu libero, nonummy eget, consectetuer id, vulputate a, magna. Donec vehicula augue eu neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Mauris ut leo. Cras viverra metus rhoncus sem. Nulla et lectus vestibulum urna fringilla ultrices. Phasellus eu tellus sit amet tortor gravida placerat. Integer sapien est, iaculis in, pretium quis, viverra ac, nunc. Praesent eget sem vel leo ultrices bibendum. Aenean faucibus. Morbi dolor nulla, malesuada eu, pulvinar at, mollis ac, nulla. Curabitur auctor semper nulla. Donec varius orci eget risus. Duis nibh mi, congue eu, accumsan eleifend, sagittis quis, diam. Duis eget orci sit amet orci dignissim rutrum.

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Best regards.

Gustavo Mezzetti

My Logo

My Company's Letterhead

Mike Y. Name
Sails Manager
m.y.name@my.company.com

Revinu J. Drofnats
Department of Farm Ecology
University of St. Anford
Haga Alto, CA 94321

Subject: **Our new sails.**

Mamina del Rey, February 8, 2018

Dear affectionate customer:

we are delighted to have the opportunity of presenting our new collection of sails for the incoming yachting season...

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Sincerely,

Mike Y. Name
Sails Manager

Encl: 2018 Catalogue
Invitation card

My (almost unreadable) small print,
aligned along the *right* edge
of the main text.