LEIletter — letter class for Leiden University[*]

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Abstract

This package is a LATEX implementation of the business letter formatting that is used at Leiden University, using the institute graphic identity as specified on `www.leidenuniv.nl`.

1   Introduction

This package implements the graphic identity of Universiteit Leiden for letters. Using these class files will make it easy for you to make and keep your letters compliant to this version and future versions of the graphic identity ("huisstijl") of the university.

If you think (1) that there is an error in compliancy with the house style, (2) that there is a feature missing in this class file, or (3) that there's a bug in this class file, please, contact me through e-mail (`m.t.kreutzer@science.leidenuniv.nl`) about the issue. I'll provide you with an answer and if (and as soon as) possible with a solution to the problem you spotted.

2   Synopsis

The `LEIletter` class is an extension of the standard KOMA-script letter class `scrlttr2`. It is intended to be used for writing business letters. It is compliant to the house style and allows for using windowed envelopes of the DL format, with right-aligned window.

The class requires and uses the following packages that are part of most modern LATEX distributions:

- the `graphicx` package to include the university logo.

- the `ifthen` package to process user options

- the `array` package to typeset a table on the front page

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[*] This file describes version 1.3, last revised 2020/02/9.
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- the `babel` package to offer optional support for english

- the `regged2e` package for better left-justified text

- the `hyperref` package for formatting of hyperreferences

- the `textcase` package for better small capitals

- the `microtype` package for improved microtypography

- the `scrlayer-scrpage` package (part of KOMA-script)

- the `geometry` package for setting page margins

- the `setspace` package for setting interline distance

- the `lipsum` package for typesetting an example letter

and most importantly,

- the `MinionPro` package and the Minion Pro fonts.

So make sure these packages are available to your LaTeX compiler. The Minion fonts are commercial but easily available: I was able to download the full set from
https://www.wfonts.com/font/minion-pro.
Get a copy of the full font, preferably, and work through the installation instruction in the `MinionPro` ReadMe file on CTAN.

3   Minimal Example

```
\documentclass[author=medewerker,faculty=fwn]{leiletter}
\leilnumber{MEdW/123}
\leilyourref{12 april 2019}
\leilsubject{Brieven Schrijven in Huisstijl met Latex.}
\usepackage{lipsum}
\begin{document}
\begin{letter}{%
    College van Bestuur\newline%
    Universiteit van Leiden\newline%
    Rapenburg 70, Leiden
}
\opening{Geacht College,}
\lipsum[1-10]
\closing{Hoogachtend,}
\end{letter}
\end{document}
```

4 Usage

```
\documentclass[⟨options⟩]{LEIletter}
```

4.1 Language

lang=<language>, dutch, english — The default language of the letters is Dutch, and without user input Dutch will be selected. By providing option `lang=english` or simply by providing the option `english`, the language will switch to english. Although not required, the user can specify `dutch` or `lang=dutch` as an option. By switching to English, all class-generated output will be in English and the document language switches to English, relevant for hyphenation and other language-specific typesetting aspects.

4.2 Faculty

faculty=<faculty> — The house style indicates that the name of the faculty is printed at the top right of the page, and below it the visiting address and postal address of the faculty is given. These addresses were taken from the university website for each of the faculties, and by specifying the faculty, the correct name and address will be printed automatically. Note that it is still up to the user to specify the name of the building. If needed, the visiting address and other address details can be overwritten.

The following faculties are supported: `fwn` for Faculty of Science, `law` for Faculty of Law, `med` for Faculty of Medicine, `fgw` for Faculty of Humanities, `fsw` for Faculty of Social and Behavioural Sciences, `arch` for Faculty of Archeology, `gga` for Faculty of Governance and Global Affairs.

If no value is specified, the letter defaults to `faculty=fwn`.

4.3 Stationary with pre-printed logo

briefdrager — By default, the class assumes that the letter will be printed on plain paper or by email. In that case, the logo of the university is included in the top left part of the paper. If stationary paper with pre-printed logo, called 'briefdrager' in the specification of the house style, is used, then the logo should not be printed. By specifying the option `briefdrager`, the logo is suppressed.

4.4 Letterhead information

```
\leilnumber{⟨letter number⟩}
\leilyourref{⟨correspondence reference⟩}
\leilsubject{⟨letter subject⟩}
```

At the top of the letter, in the preamble before `\begin{document}`, these there items should be specified for inclusion in the reference line, along with the date

and other sender information. Note that the headings for the reference line can also be changed by the user – see the code documentation for details.

4.5 Loading of sender information

The class offers the option to load a file that contains sender-information. This file could be stored in a location that LaTeXis able to find, such that the same information need not be specified anew for each letter. See the example file `medewerker.lco` and the code documentation to set up such a file. To load the file, the option `author=<name>` specifies that the file `<name>.lco` is loaded.

```
\leiltitle{⟨academic titles⟩}
\leilfirstname{⟨sender first name⟩}
\leillastname{⟨sender last name⟩}
\leilemail{⟨sender email⟩}
\leildirectphone{⟨sender direct-call phone number⟩}
\leilcontact{⟨sender representative⟩}
\leiljobtitle{⟨sender job title⟩}
\leilbuilding{⟨sender office building⟩}
\leilunit{⟨sender organisational unit⟩}
```

These items can be specified for inclusion in the letterhead. Note that the information for the letterhead line can also be set by the user by including the relevant commands in the preamble.

4.6 Structure of a letter

```
\begin{letter}{⟨address⟩}...\end{letter}
\opening{⟨salutation⟩}
\closing{⟨salutation⟩}
\setkomavar{signature}{⟨sender name and signature⟩}
```

The structure of the letter is an environment `letter`, where the opening statement includes the addresss of the recipient of the letter, on multiple lines separated by `\newline`. Opening and closing salutations have their own commands that take care of space before and after. All of this is taken from the KOMAscript letter class that forms the basis of this class. This also holds for the signature. If the right user information is provided, then the signature defaults to title, first and last name of sender, and the job title on the line below.

If you want to change this, you can use cssetkomavar, for instance to include a scanned signature as follows

```
 \newcommand{\mSignature}{
\makebox[0pt][l]{\raisebox{-2cm}[0pt][2cm]%
     {\hspace{-1.5cm}\includegraphics{krabbel.pdf}}}
 }
 ...
```

```
\closing{\mSignature \unskip Best regards}
```

for a scanned signature that is about 2 cm high.

5   documentclass-code

5.1   option handling

We begin by setting up the processing of options using the `kvoptions` package, using `leil` as family name for all options and `leil@` as prefix for all tags. The string option `lang` defaults to Dutch, `paper` defaults to A4, and `faculty` defaults to the Faculty of Science. the `\setkeys` command sets Dutch on A4 paper as default options.

```
1 ⟨*class⟩

2 \RequirePackage{ifthen}
3 \RequirePackage{kvoptions}
4 \SetupKeyvalOptions{family=leil, prefix=leil@}
5 \DeclareBoolOption{dutch}
6 \DeclareBoolOption{english}
7 \DeclareBoolOption{briefdrager}
8 \DeclareStringOption[dutch]{lang}
9 \DeclareStringOption[fwn]{faculty}
10 \DeclareStringOption{author}
11 \setkeys{leil}{dutch}
12 \ProcessKeyvalOptions{leil}
```

Set the `leil@lang` variable to english if the option `english` is given.

```
13 \ifthenelse{\boolean{leil@english}}{\renewcommand*{\leil@lang}{english}}{}
```

The user-specified options go through some rudimentary error checking. The language option is processed such that specifying options other than Dutch or English defaults to Dutch. The faculty option is switched back to `fwn` if an unknown value is specified.

```
14 \ifthenelse{\equal{\leil@lang}{dutch}\OR\equal{\leil@lang}{english}}{\relax}%
15     {\PackageWarningNoLine{leiletter}{Only languages supported are Dutch and English.
16      Defaulting to Dutch now, you specified \leil@lang}}
17 \ifthenelse{\equal{\leil@faculty}{fwn}\OR\equal{\leil@faculty}{fgw}\OR
18          \equal{\leil@faculty}{fsw}\OR\equal{\leil@faculty}{gga}\OR
19          \equal{\leil@faculty}{med}\OR\equal{\leil@faculty}{law}\OR
20          \equal{\leil@faculty}{arch}}{\relax}%
21    {\PackageWarningNoLine{leiletter}{You specified illegal input for the faculty.
22     Switching back to fwn, you specified \leil@faculty}
23     \renewcommand*{\leil@faculty}{fwn}}
```

This concludes the specification of package options.

5.2 Parent Class and Packages

The `LEIletter` class builds upon the KOMA-script letter class `scrlttr2`, that is loaded here. The `scrlayer-scrpage` package is also part of KOMA-script and allows for placement layers of blocks of material (text, images) on pages. These layers offer more flexibility than the `scrlttr2` package and allow for much cleaner programming.

```
24 \LoadClass{scrlttr2}
25 \KOMAoptions{
26   fontsize=11pt,
27   paper=a4,
28   usegeometry=true,
29   parskip=full,
30   pagenumber=false,
31   enlargefirstpage=on,    % More space on first page
32   fromrule=off,           % No Rule after sender name in letter head
33   addrfield=topaligned,   % Adress field for envelope with window
34   backaddress=off,         % Sender address in this window (use plain to remove rule)
35   refline=nodate,
36   foldmarks=on,           % Print foldmarks
37 }
38 \RequirePackage{scrlayer-scrpage}
39 \pagestyle{scrheadings}
```

The `array` package is required to typeset the reference line (letter number, date, etc) in a tabular environment (well, mostly to tweak the spacing between rows). Babel is loaded here (it is also loaded by scrlttr2) with the correct language switch. Hyperref is included for typesetting of links without too much color. Note that this can be overwritten by the user with an alternative `\hypersetup` command in the preamble.

```
40 \RequirePackage{array}
41 \RequirePackage{etoolbox}
42 \RequirePackage[\leil@lang]{babel}
43 \RequirePackage{hyperref}
44 \hypersetup{colorlinks, breaklinks, urlcolor=black, linkcolor=black}
```

Letters are written left-justified. The package `ragged2e` handles this best.

```
45 \RequirePackage{ragged2e}
46 \RaggedRight
```

`\spacedallcaps` The standard font for Leiden university is Minion. We use the `MinionPro` package and assume that the full family is installed. The switch `opticals` specifies that slightly different shapes are used at different sizes. The `microtype` package does small but noticable improvement to the typesetting of text. The `textcase` package is needed for the specification of the two commands `\spacedallcaps` and `\spacedlowsmallcaps`, both copied from the `classicthesis` package, that allow for nicely spaced small caps.

```
47 \RequirePackage{textcase}
```

```
48 \RequirePackage{microtype}
49 \RequirePackage[fullfamily,opticals]{MinionPro}
50 \DeclareRobustCommand{\spacedallcaps}[1]{\textssc{\MakeTextUppercase{#1}}}
51 \DeclareRobustCommand{\spacedlowsmallcaps}[1]{\textssc{\MakeTextLowercase{#1}}}
```

The geometry of the page (i.e. the margins) are prescribed in the house style: left margin is 24 mm, bottom margin is 44pt, no footer. The top margin specified here is for the pages after the first page - on the first page the start of the body text is dictated by the location of the reference line.

```
52 \RequirePackage[left=4.8cm,right=2.2cm,top=142pt,bottom=44pt,foot=2em]{geometry}
```

Document layout: Here we set the location of the address window using `toaddrhpos`, `toaddrvpos` and `toaddrwidth`, kill spacing for back-address (which we do not use), and space for the reference line (that we construct differently). We need to set `refvpos` to make sure the text starts at the correct height on the first page.

(NB: we use here the older `\@setplength` with the at-sign for compatiblity with older versions of KOMA-script.) Perhaps, at some point make this something like

```
\ifpackagelater{scrlttr2}{2019/2/1}{
        \newcommand*{\setplength}{\@setplength}
}{}
```

```
53 \@setplength{toaddrhpos}{24mm}
54 \@setplength{toaddrvpos}{146pt}
55 \@setplength{toaddrwidth}{72mm}
56 \@setplength{toaddrheight}{77pt}
57 \@setplength{backaddrheight}{0pt}
58 \@setplength{subjectaftervskip}{0pt}
59 \@setplength{subjectbeforevskip}{0pt}
60 \@setplength{refaftervskip}{0pt}
61 \@setplength{sigbeforevskip}{3.0\baselineskip}
62 \@setplength{refvpos}{350pt}
63 \setlength\parindent{0pt}
```

Formatting of the signature left justified, and use a colon for the enclosed documents.

```
64 \renewcommand*{\raggedsignature}{\raggedright}
65 \setkomavar{enclseparator}{: }
```

Line spacing: making text register onto a grid is a nightmare in LaTeX. The following is mostly taken from the `grid` package. which is to incompatible with KOMA-script to just use as is. We begin with some preliminaries, defining the grid to be 14 points and setting the default font size to 11 pt.

```
66 \def\leil@fontsize{11pt}
67 \def\leil@baseline{14pt}
```

Next, we redefine the font sizes `normalsize` and `small` to have 14 pt leading and we set all the "rubber" lengths of latex to fixed multiples of 14 pt. We also set \parskip to a full but single line.

```
68 \renewcommand\normalsize{%
69     \baselineskip=\leil@baseline%
70     \@setfontsize\normalsize{\leil@fontsize}{\leil@baseline}%
71     \lineskip=0pt
72     \lineskiplimit=-\leil@fontsize%
73     \abovedisplayskip \baselineskip%
74     \abovedisplayshortskip .5\baselineskip%
75     \belowdisplayskip \abovedisplayskip
76     \belowdisplayshortskip \abovedisplayshortskip
77     \let\@listi\@listI}
78 \renewcommand\small{%
79     \baselineskip=\leil@baseline%
80     \@setfontsize\normalsize{10pt}{\leil@baseline}%
81     \lineskip=0pt
82     \lineskiplimit=-\leil@fontsize%
83     \abovedisplayskip \baselineskip%
84     \abovedisplayshortskip .5\baselineskip%
85     \belowdisplayskip \abovedisplayskip
86     \belowdisplayshortskip \abovedisplayshortskip
87     \let\@listi\@listI}
88 \normalsize
89 \parskip \leil@baseline
```

Still working on sticking to the grid: the following code creates an enviroment `gridenv`, such that anything between \begin{gridenv} and \end{gridenv} takes up an integer multiple of \baseline, such that the text below registers again. For details, consult the `grid` package on CTAN.

```
90 \newdimen\floatunit
91 \newskip\allfloats
92 \setlength\floatunit{\the\baselineskip}
93 \begingroup
94   \catcode`P=12
95   \catcode`T=12
96   \lowercase{
97     \def\x{\def\rem@decimal##1.##2PT{##1}}}
98   \expandafter\endgroup\x
99 \def\strip@decimal{\expandafter\rem@decimal\the}
100 \begingroup
101   \catcode`P=12
102   \catcode`T=12
103   \lowercase{
104     \def\y{\def\rem@dot##1.##2PT{##1##2}}}
105   \expandafter\endgroup\y
106 \def\strip@dot{\expandafter\rem@dot\the}
107 \newdimen\halfbaselineskip
108 \halfbaselineskip=\floatunit
```

```
109 \divide\halfbaselineskip by 2
110 \newdimen\figboxht
111 \newdimen\figboxdp
112 \long\def\roundoff{\figboxht=\fight%
113     \advance\figboxht by \baselineskip%
114     \multiply\figboxht by 10%
115     \xdef\xbaselineskip{\strip@dot\baselineskip}%
116     \divide\figboxht by \xbaselineskip%
117     \xdef\mylines{\strip@decimal\figboxht}%
118     \figboxht=\baselineskip%
119     \multiply\figboxht by\mylines%
120     \advance\figboxht by -\fight%
121     \ifdim\the\figboxht>\the\halfbaselineskip%
122       \advance\figboxht by -\floatunit%
123     \else\fi%
124     }
125 \long\def\fltroundoff{\figboxht=\fight%
126 \figboxdp=\figdp%
127 \addtolength{\figboxht}{\figdp}%
128 \addtolength{\figboxdp}{\fight}%
129 \typeout{figboxht is now (dp added) \the\figboxht}%
130     \advance\figboxht by \baselineskip%
131     \multiply\figboxht by 10%
132     \xdef\xbaselineskip{\strip@dot\baselineskip}%
133     \divide\figboxht by \xbaselineskip%
134     \xdef\mylines{\strip@decimal\figboxht}%
135     \figboxht=\baselineskip%
136     \multiply\figboxht by\mylines%
137     \advance\figboxht by -\figboxdp%
138     \ifdim\the\figboxht>\the\halfbaselineskip%
139       \advance\figboxht by -\floatunit%
140     \else\fi%
141     }
142 \newenvironment{gridfltenv}
143         {\global\setbox0=\vbox\bgroup}
144         {\egroup%
145          \xdef\fight{\the\ht0}%
146   \xdef\figdp{\the\dp0}%
147       \typeout{figboxht starts at \fight, \figdp  is depth}
148         \fltroundoff%
149         \leavevmode\vadjust{\box0\vskip\figboxht}\hfil\break%
150         }
151 \newenvironment{gridenv}
152         {\global\setbox0=\vbox\bgroup}
153         {\egroup%
154         \xdef\fight{\the\ht0}%
155         \roundoff%
156         \leavevmode%
157         \vadjust{\vskip0.5\figboxht%
158                 \box0%
```

```
159                    \vskip0.5\figboxht%
160                    }\hfil\break%%
161            }
162 \jot=\baselineskip
```

We also redefine the enumerate and itemize environments to make sure that the spacing between lists is correct.

```
163   \def\enumerate{%
164     \ifnum \@enumdepth >\thr@@\@toodeep\else
165       \advance\@enumdepth\@ne
166       \edef\@enumctr{enum\romannumeral\the\@enumdepth}%
167         \expandafter
168         \list
169           \csname label\@enumctr\endcsname
170           {\usecounter\@enumctr\def\makelabel##1{\hss\llap{##1}}%
171            \topsep\z@\partopsep\z@\parskip\z@\itemsep\z@%
172            \@outerparskip\z@\parsep\z@\@topsep\z@\@topsepadd\z@}%
173     \fi}
174   \def\itemize{%
175     \ifnum \@itemdepth >\thr@@\@toodeep\else
176       \advance\@itemdepth\@ne
177       \edef\@itemitem{labelitem\romannumeral\the\@itemdepth}%
178       \expandafter
179       \list
180         \csname\@itemitem\endcsname
181         {\def\makelabel##1{\hss\llap{##1}}%
182          \topsep\z@\partopsep\z@\parskip\z@\itemsep\z@%
183          \@outerparskip\z@\parsep\z@\@topsep\z@\@topsepadd\z@}%
184     \fi}
```

5.3   Section Commands

The parent class sxcrlttr2 does not have section commands (the same holds for the standard LaTeX letter class). It may be needed in longer letters to have section and subsection commands. The code here does not allow for table of contents to be constructed, but the spacing before and after the commands is sticking to the 14 pt grid. The code is lifted from sections.lco that is distributed by the authors of KOMA-script and adjusted using the code from grid.sty.

```
185 \newcounter{section}
186 \newcounter{subsection}[section]
187 \newcounter{subsubsection}[subsection]
188 \renewcommand*{\thesection}{\Alph{section}.}
189 \renewcommand*{\thesubsection}{\Roman{subsection}.}
190 \renewcommand*{\thesubsubsection}{\arabic{subsubsection}.}
191 \renewcommand*{\p@subsection}{\thesection}
192 \renewcommand*{\p@subsubsection}{\p@subsection\thesubsection}
193 \let\size@section\normalsize
194 \newcommand*{\scr@fnt@section}{\size@section}
195 \newcommand*{\scr@fnt@subsection}{\size@section}
```

```
196 \newcommand*{\scr@fnt@subsubsection}{\size@section}
197 \newcommand*\sectfont{\normalcolor\bfseries}
198 \newcommand*{\scr@fnt@disposition}{\sectfont}
199 \aliaskomafont{sectioning}{disposition}
200 \setcounter{secnumdepth}{4}
201 \newcommand\section{\@startsection{section}{1}{\z@}%
202   {-0.999\baselineskip}%
203   {0.001\baselineskip}%
204   {\raggedsection\normalfont\usekomafont{disposition}\nobreak
205     \usekomafont{section}\nobreak}}
206 \newcommand\subsection{\@startsection{subsection}{2}{\z@}%
207   {\baselineskip}%
208   {-0.35\baselineskip}%
209   {\bfseries\unskip}}
210 \newcommand\subsubsection{\@startsection{subsubsection}{3}{\z@}%
211   {\baselineskip}%
212   {-.35\baselineskip}%
213   {\itshape\unskip}}
214 \let\raggedsection\raggedright
215 %
216 %
217 % \changes{v1.2}{2019/11/7}{Added code from parskip.sty to remove parskip around headings
218 %   requires etoolbox.sty}
219 %
220 \patchcmd\@startsection
221     {\addvspace\@tempskipa}
222     {\advance\@tempskipa-\parskip\addvspace\@tempskipa}
223     {}{\typeout{Couldn't patch \string\@startsection}}
224 \patchcmd\@xsect
225     {\vskip\@tempskipa}
226     {\advance\@tempskipa-\parskip\vskip\@tempskipa}
227     {}{\typeout{Couldn't patch \string\@xsect}}
```

5.4   Faculty addresses

The faculty specified by the user is now used to set the sender address. we start
by initializing tags

\leil@poboxname   The tag \leil@poboxname holds the word P.O.Box or the Dutch variant Postbus.

```
228 \newcommand{\leil@facultypoboxname}{Postbus}
229 \ifthenelse{\equal{\leil@lang}{english}}{\renewcommand{\leil@facultypoboxname}{P.O.~Box}}{}
```

\leil@facultyname   The name of the faculty, initialize empty tag.

```
230 \newcommand{\leil@facultyname}{}
```

\leil@facultypobox   The P.O. Box of the faculty, initialize empty tag.

```
231 \newcommand{\leil@facultypobox}{}
```

232 `\newcommand{\leil@facultyaddress}{}`

233 `\newcommand{\leil@facultyphone}{}`

With the tags initialized, we process the value of `\leil@faculty` to fill in the proper sender address, PO Box and phone number.

```
234 \ifthenelse{\equal{\leil@faculty}{fwn}}{
235 \ifthenelse{\equal{\leil@lang}{english}}{
236 \renewcommand{\leil@facultyname}{Faculty of Science}}{
237 \renewcommand{\leil@facultyname}{Faculteit der Wiskunde en Natuurwetenschappen}}
238 \renewcommand{\leil@facultypobox}{\leil@facultypoboxname~9502\\\textsc{2300~ra~Leiden}
239 \renewcommand{\leil@facultyphone}{(071)\,527\,4400}
240 \renewcommand{\leil@facultyaddress}{Einsteinweg~55}
241 }{}
242 \ifthenelse{\equal{\leil@faculty}{law}}{
243 \ifthenelse{\equal{\leil@lang}{english}}{
244 \renewcommand{\leil@facultyname}{Faculty of Law}}{
245 \renewcommand{\leil@facultyname}{Faculteit der Rechtsgeleerdheid}}
246 \renewcommand{\leil@facultypobox}{\leil@facultypoboxname~9520\\\textsc{2300~ra~Leiden}
247 \renewcommand{\leil@facultyphone}{(071)\,527\,7512}
248 \renewcommand{\leil@facultyaddress}{Steenschuur~25}
249 }{}
250 \ifthenelse{\equal{\leil@faculty}{arch}}{
251 \ifthenelse{\equal{\leil@lang}{english}}{
252 \renewcommand{\leil@facultyname}{Faculty of Archeology}}{
253 \renewcommand{\leil@facultyname}{Faculteit der Archeologie}}
254 \renewcommand{\leil@facultypobox}{\leil@facultypoboxname~9514\\\textsc{2300~ra~Leiden}
255 \renewcommand{\leil@facultyphone}{(071)\,527\,3500}
256 \renewcommand{\leil@facultyaddress}{Einsteinweg~55}
257 }{}
258 \ifthenelse{\equal{\leil@faculty}{fgw}}{
259 \ifthenelse{\equal{\leil@lang}{english}}{
260 \renewcommand{\leil@facultyname}{Faculty of Humanities}}{
261 \renewcommand{\leil@facultyname}{Faculteit der Geesteswetenschappen}}
262 \renewcommand{\leil@facultypobox}{\leil@facultypoboxname~9514\\\textsc{2300~ra~Leiden}
263 \renewcommand{\leil@facultyphone}{(071)\,527\,2300}
264 \renewcommand{\leil@facultyaddress}{Cleveringaplaats~1}
265 }{}
266 \ifthenelse{\equal{\leil@faculty}{fsw}}{
267 \ifthenelse{\equal{\leil@lang}{english}}{
268 \renewcommand{\leil@facultyname}{Faculty of Social and Behavioural Sciences}}{
269 \renewcommand{\leil@facultyname}{Faculteit der Sociale Wetenschappen}}
270 \renewcommand{\leil@facultypobox}{\leil@facultypoboxname~9555\\\textsc{2300~rb~Leiden}
271 \renewcommand{\leil@facultyphone}{(071)\,527\,3600}
272 \renewcommand{\leil@facultyaddress}{Wassenaarseweg~52}
273 }{}
274 \ifthenelse{\equal{\leil@faculty}{med}}{
```

```
275 \ifthenelse{\equal{\leil@lang}{english}}{
276 \renewcommand{\leil@facultyname}{Faculty of Medicine}}{
277 \renewcommand{\leil@facultyname}{Faculteit der Geneeskunde}}
278 \renewcommand{\leil@facultypobox}{\leil@facultypoboxname~9600\\\textsc{2300~rc}~Leiden}
279 \renewcommand{\leil@facultyphone}{(071)\,526\,9111}
280 \renewcommand{\leil@facultyaddress}{Einthovenweg~20}
281 }{}
282 \ifthenelse{\equal{\leil@faculty}{gga}}{
283 \ifthenelse{\equal{\leil@lang}{english}}{
284 \renewcommand{\leil@facultyname}{Faculty of Governance and Global Affairs}}{
285 \renewcommand{\leil@facultyname}{Faculteit Governance and Global Affairs}}
286 \renewcommand{\leil@facultypobox}{\leil@facultypoboxname~13228\\\textsc{2501~ee}~Den~Haag}
287 \renewcommand{\leil@facultyphone}{(070)\,800\,9500}
288 \renewcommand{\leil@facultyaddress}{Turfmarkt~99}
289 }{}
```

5.5 University logo

The house style stipulates location of the logo (35pt from the top edge of the paper, 24 mm from the left edge of the paper). Size is not precisely prescribed. The logo as available on the house style website has wide boundaries, so a little readjustment of the location is needed using `addvoffset` and `addhoffset`. Size is not precisely prescribed, so we put the logo at the upper-left part of the layer. For documentation of the `\DeclareNewLayer` and `\AddLayerstoPageStyle` commands, consult the `scrlayer=scrpage` documentation.

(to do: tight boundaries around logo, better sizing)

We only put the logo if the `briefdrager` option is not active.

```
290 \ifthenelse{\boolean{leil@briefdrager}}{\relax}{
291 \RequirePackage{graphicx}
292 \DeclareNewLayer[
293    background,
294        align=tl,
295        hoffset=24mm,
296        voffset=35pt,
297        addvoffset=22.35mm,% <- height of leiden-logo.pdf
298        mode=picture,
299        contents=\putUL{\includegraphics{leiden-logo}}
300 ]{letterimage}
301 \AddLayersToPageStyle{@everystyle@}{letterimage}
302 }
```

5.6 Letterhead

At the top right of the page, the name of the faculty appears together with the name of the organisation unit of the sender. This appears on the first page (pagestyle empty) and on followup pages. The first line here kills the letter head otherwise generate by the `scrlttr2` package.

```
303 \setkomavar{firsthead}{}
```

```
304 \DeclareNewLayer[
305   background,
306   height=56pt,
307   width=48mm,
308   voffset=74pt,
309   hoffset=144mm,
310   contents={%
311 \begin{raggedright}
312 \unskip\small\textbf{\leil@facultyname}\\
313 \ifdefined\leil@unit \leil@unit{} \fi
314 \end{raggedright}
315   }
316 ]{top.header}
317 \AddLayersToPageStyle{scrheadings}{top.header}
318 \AddLayersToPageStyle{empty}{top.header}
```

5.7   Page numbers

Page numbers only appear on the second and later pages, at the left margin. Note
that the standard "Pagina" label is replaced by "Blad".

```
319 \defcaptionname{dutch}\pagename{Blad}
320 \DeclareNewLayer[
321   background,
322   height=10mm,
323   width=22mm,
324   voffset=144pt,
325   hoffset=24mm,
326   contents={%
327   \pagename~\thepage/\letterlastpage
328   }
329 ]{margin.pagenumber}
330 \AddLayersToPageStyle{scrheadings}{margin.pagenumber}
```

foo

5.8   Letter Information

The user can/must set information about the letter in the preable of the document.
Here we define these command.

\leil@number   This macro sets the \leil@number tag, that is to appear in the reference line as
the number of the letter. It defaults to a long dash (–) and a warning if none is
specified by the user. A user-level command is also provided for to set this tag.

```
331 \newcommand{\leil@number}{-- \ClassWarning{LEIletter}{Please, specify
332     the number of the letter using the \noexpand\leilnumber macro
333 in the preamble of your letter.}}
334 \newcommand{\leilnumber}[1]{\renewcommand\leil@number{#1}}
```

`\leil@yourref` This macro sets the `\leil@yourref` tag, that is to appear in the reference line as date of the letter to respond to. It defaults to a long dash (–) and a warning if none is specified by the user. A user-level command is also provided for to set this tag.

```
335 \newcommand{\leil@yourref}{-- \ClassWarning{LEIletter}{Please, specify
336    the number of the letter using the \noexpand\leilyourref macro
337 in the preamble of your letter.}}
338 \newcommand{\leilyourref}[1]{\renewcommand\leil@yourref{#1}}
```

`\leil@subject` This macro sets the `\leil@subject` tag, that is to appear in the reference line as subject of the letter. It defaults to a long dash (–) and a warning if none is specified by the user. A user-level command is also provided for to set this tag.

```
339 \newcommand{\leil@subject}{-- \ClassWarning{LEIletter}{Please, specify
340    the number of the letter using the \noexpand\leilsubject macro
341 in the preamble of your letter.}}
342 \newcommand{\leilsubject}[1]{\renewcommand\leil@subject{#1}}
```

5.9   Sender Information

First we set up the internal commands that can be specified by the user in a seperate LetterClassOption (`.lco`) file. See also the example `medewerker.lco` file that is part of the distribution of this class. The name of the file to be loaded is specified as an author option in the `\documentclass` call, for instance

   `\documentclass[author=medewerker]{LEIletter}`

Note that it is also possible to overwrite the content specified in such a file by the same user command in the preamble of the document.

`\leil@title` This macro sets the `\leil@title` tag that will be used in the letter's signature. It defaults to empty (sender need not have a title) and a warning if none is specified by the user. A user-level command is also provided for to set this tag.

```
343 \newcommand{\leil@title}{\ClassWarning{LEIletter}{Please, specify the title
344 of the sender using the \noexpand\leiltitle macro in a separate .lco
345 file or in the preamble of your letter.}}
346 \newcommand{\leiltitle}[1]{\renewcommand\leil@title{#1}}
```

`\leil@firstname` This macro sets the `\leil@firstname` tag that will be used in the letter's signature. It defaults to empty (sender need not specify a first name) and a warning if none is specified by the user. A user-level command is also provided for to set this tag.

```
347 \newcommand{\leil@firstname}{\ClassWarning{LEIletter}{Please, specify the
348    first name of the sender using the \noexpand\leilfirstname macro in a
349 separate .lco file or in the preamble of your letter.}}
350 \newcommand{\leilfirstname}[1]{\renewcommand\leil@firstname{#1}}
```

`\leil@lastname` This macro sets the `\leil@firstname` tag that will be used in the letter's signature. It defaults to empty and a warning if none is specified by the user. A user-level command is also provided for to set this tag.

```
351 \newcommand{\leil@lastname}{\ClassWarning{LEIletter}{Please, specify the last
352     name of the sender using the \noexpand\leillastname macro in a separate
353 .lco file or in the preamble of your letter.}}
354 \newcommand{\leillastname}[1]{\renewcommand\leil@lastname{#1}}
```

\leil@email This macro sets the \leil@email tag, that is currently not used. (This may change in later versions) It defaults to empty and a warning if none is specified by the user. A user-level command is also provided for to set this tag.

```
355 \newcommand{\leil@email}{\ClassWarning{LEIletter}{Please, specify the email
356     address of the sender using the \noexpand\leilemail macro in a separate
357 .lco file or in the preamble of your letter.}}
358 \newcommand{\leilemail}[1]{\renewcommand\leil@email{#1}}
```

\leil@directphone This macro sets the \leil@directphone tag, that is to appear in the reference letter (direct-dial number or Doorkiesnr. in Dutch) It defaults to a long dash (–) and a warning if none is specified by the user. A user-level command is also provided for to set this tag.

```
359 \newcommand{\leil@directphone}{-- \ClassWarning{LEIletter}{Please, specify
360     the direct dial phone number of the sender using the
361 \noexpand\leildirectphone macro in a separate .lco file or in the preamble
362 of your letter.}}
363 \newcommand{\leildirectphone}[1]{\renewcommand\leil@directphone{#1}}
```

\leil@contact This macro sets the \leil@contact tag, that is to appear in the reference letter as the name of the assistant of the sender or the name of the secretariat that belongs to the direct-dial phone number. It defaults to a long dash (–) and a warning if none is specified by the user. A user-level command is also provided for to set this tag.

```
364 \newcommand{\leil@contact}{-- \ClassWarning{LEIletter}{Please, specify
365     the direct contact person for the sender using the \noexpand\leilcontact
366 macro in a separate .lco file or in the preamble of your letter.}}
367 \newcommand{\leilcontact}[1]{\renewcommand\leil@contact{#1}}
```

\leil@jobtitle This macro sets the \leil@jobtitle tag, that is to appear in the signature of the letter. It defaults to empty and a warning if none is specified by the user. A user-level command is also provided for to set this tag.

```
368 \newcommand{\leil@jobtitle}{-- \ClassWarning{LEIletter}{Please, specify the
369     job title of the sender using the \noexpand\leiljobtitle macro in a
370     separate .lco file or in the preamble of your letter.}}
371 \newcommand{\leiljobtitle}[1]{\renewcommand\leil@jobtitle{#1}}
```

\leil@building This macro sets the \leil@building tag, that is to appear in the sender address of the letter. It defaults to empty and warning if none is specified by the user. A user-level command is also provided for to set this tag.

```
372 \newcommand{\leil@building}{-- \ClassWarning{LEIletter}{Please, specify the
373     building of the sender using the \noexpand\leilbuilding macro in a
374     separate .lco file or in the preamble of your letter.}}
375 \newcommand{\leilbuilding}[1]{\renewcommand\leil@building{#1}}
```

\leil@unit This macro sets the `\leil@unit` tag, that is to appear in the page header of the letter. It defaults to empty and a warning if none is specified by the user. A user-level command is also provided for to set this tag.

```
376 \newcommand{\leil@unit}{-- \ClassWarning{LEIletter}{Please, specify the
377    building of the sender using the \noexpand\leilunit macro in a
378    separate .lco file or in the preamble of your letter.}}
379 \newcommand{\leilunit}[1]{\renewcommand\leil@unit{#1}}
```

We now proceed to process the file that specifies the tags, if any.

```
380 \ifdefined\leil@author
381 \LoadLetterOption{\leil@author}
382 \setkomavar{signature}{\leil@title~\leil@firstname~\leil@lastname{}\\ \leil@jobtitle}
383 \fi
```

5.10   Sender address on first page

We put a layer with the sender information on the first page. Note that if the building is not specified, it is left out. Location of the layer is set by the house style (note that the vertical offset of 144 pt, not 140 pt, is neede to make the text align with the grid.)

```
384 \DeclareNewLayer[
385    background,
386    height=112pt,
387    width=48mm,
388    voffset=144pt,
389    hoffset=144mm,
390    contents={%
391 \small
392 \ifdefined\leil@building \leil@building \\ \fi
393    \leil@facultyaddress \\
394 \leil@facultypobox \\
395 Telefoon~\leil@facultyphone{}\\
396    }
397 ]{firstpage.senderinfo}
398 \AddLayersToPageStyle{empty}{firstpage.senderinfo}
```

5.11   Reference line

For the reference line, we first define tags for the labels, bilingually. Note that these can be changed by the user, therefor they do not have an `@` sign in them.

```
399 \newcommand{\leilNumbername}{Nummer}
400 \newcommand{\leilYourrefname}{Uw brief van}
401 \newcommand{\leilSubjectname}{Onderwerp}
402 \newcommand{\leilDatename}{Datum}
403 \newcommand{\leilDialdirectname}{Doorkiesnr.}
404 \newcommand{\leilContactname}{Contactpersoon}
405 \ifthenelse{\equal{\leil@lang}{english}}{
406 \renewcommand{\leilNumbername}{Number}
```

```
407 \renewcommand{\leilYourrefname}{Your letter of}
408 \renewcommand{\leilSubjectname}{Subject}
409 \renewcommand{\leilDatename}{Date}
410 \renewcommand{\leilDialdirectname}{Dial-direct Nr.}
411 \renewcommand{\leilContactname}{Contact}
412 }{}
```

We type out the reference line on the first page (note that `scrlttr2` sets the page-style for the first page to empty), using dimensions from the house style definition. On the left, there are three rows with the letter number,

```
413 \DeclareNewLayer[
414   background,
415   height=70pt,
416   width=170mm,
417   voffset=270pt,
418   hoffset=24mm,
419   contents={%
420 \begingroup%\setlength\extrarowheight{-1pt}%
421 \unskip\begin{tabular}{@{}>{\small}p{24mm}@{}>{\small}p{48mm}@{}p{24mm}@{}>{\small}p{24mm}@{}>{
422 \textit{\leilNumbername} & \leil@number  & & \textit{\leilDatename} & \usekomavar{date} \\
423 \textit{\leilYourrefname} & \leil@yourref & & \textit{\leilDialdirectname} & \leil@directphone
424 \textit{\leilSubjectname} & \leil@subject{} & & \textit{\leilContactname} & \leil@contact \\
425 \end{tabular}
426 \endgroup
427   }
428 ]{firstpage.refline}
429 \AddLayersToPageStyle{empty}{firstpage.refline}
```

```
430 ⟨/class⟩
```

```
431 ⟨*medewerker⟩
```

6   User Specific Information

Information that is used for every letter, typically the name and details of the sender of the letter, can be supplied in file `medewerker.lco`, which is loaded using the option `author=medewerker` at the `\documentclass` line. The following is a template for filling the file. Note that all these can also be specified in the preable or overwritten using `\renewcommand` calls.

`\leiltitle`   The title should be written without spaces between titles as per LEI style guide. The titles, first name and last name are used to construct the signature under the letter.

```
432 \leiltitle{prof.\,dr.}
```

`\leilfirstname`   The fist name should be written with capitals and non-breaking space ~ between name and initials. No spaces between the initials if there are more than one.

```
433 \leilfirstname{Maria~E.}
```

\leiltitle The last name should be written without capitalization of de/van/der/etc. Use non-breaking spaces and/or non-breaking hyphens for multi-part names, as appropriate.

434 `\leillastname{de~Werker}`

\leilemail Specify the email address (currently not used but maybe in later versions.)

435 `\leilemail{m.e.dewerker@leidenuniv.nl}`

\leildirectphone Specify the telephone number that is to appear in the reference letter (direct-dial number or Doorkiesnr. in Dutch). Use a full space between (071) and a half-space after the first three digits, usually 527. Do not enter only the last four digits.

436 `\leildirectphone{(071)~527\,0000}`

\leilcontact Specify the name of the assistant of the sender or the name of the secretariat that belongs to the direct-dial phone number.

437 `\leilcontact{Secretariaat Belangrijk}`

\leiljobtitle Specify, if so desired, the job title, which is typeset on a separate line below the name in the signature. The jobtitle may be different in English and Dutch, so it may be wise to specify it bilingually.

438 `\iflanguage{english}{`
439 `\leiljobtitle{Professor of Relevant Subject}`
440 `}{`
441 `\leiljobtitle{Professor in de Belangrijke Wetenschap}`
442 `}`

\leilbuilding Specify the location of the sender. This is not idential for all employees per faculty, so it must be supplied to go above the contact details of the faculty.

443 `\iflanguage{english}{`
444 `\leilbuilding{Leyden Building}`
445 `}{`
446 `\leilbuilding{Leids Gebouw}`
447 `}`

\leilunit Specify the institute or depart (sub-unit of the faculty) of the sender. This is printed under name of the faculty at the top-right of every page.

448 `\iflanguage{english}{`
449 `\leilunit{Institute of Relevance}`
450 `}{`
451 `\leilunit{Belangrijk Instituut}`
452 `}`

453 ⟨/medewerker⟩

454 ⟨*example⟩

7 Minimal Example

The following is a minimal example for a letter, using the `lipsum` package to generate dummy text, that shows how to use premable commands per letter.

The first line contains the call to the `LEIletter` document class, and specifies options `dutch` (default) or `english`, specifies the author details to be loaded from `medewerker.lco` and the faculty that the sender belongs to.

455 `\documentclass[author=medewerker,faculty=fwn]{LEIletter}`

`\leilnumber` This macro sets the `\leil@number` tag that will be used to specify the number or unique identifier of the letter (e.g. for archiving and referencing purposes).

456 `\leilnumber{MEdW/123}`

`\leilyourref` This macro sets the `\leil@yourref` tag that will be used to specify the date of the correspondence that the letter relates to.

457 `\leilyourref{12 april 2019}`

`\leilsubject` This macro sets the `\leil@subject` tag that later will be used in the reference line for the subject of the letter.

458 `\leilsubject{Brieven Schrijven in Huisstijl met Latex.}`

459 `\usepackage{pagegrid}`
460 `\pagegridsetup{top-left,step=14pt,arrows=false}`
461 `\usepackage{lipsum}`
462 `\begin{document}`

`letter` This macro indicates the start of the letter and typesets the first page. Its argument is the addressee of the letter, with `\newline` to jump to a new line in the address.

463 `\begin{letter}{%`
464 `College van Bestuur\newline%`
465 `    Universiteit van Leiden\newline%`
466 `Rapenburg 70, Leiden`
467 `}`

`\opening` This macro sets the opening line of the letter.

468 `\opening{Geacht College,}`

469 `\lipsum[1-10]`

`\opening` This macro sets the closing line of the letter and the name of the sender.

470 `\closing{Hoogachtend,}`

471 `\end{letter}`
472 `\end{document}`

473 ⟨/example⟩

474 ⟨*gridtest⟩

```
475 \documentclass[author=medewerker,faculty=fwn]{LEIletter}
476 \leilnumber{MEdW/123}
477 \leilyourref{12 april 2019}
478 \leilsubject{Brieven Schrijven in Huisstijl met Latex.}
479 \usepackage{tikz}
480 \usepackage{atbegshi}[2009/12/02]
481 \AtBeginShipout{%
482     \AtBeginShipoutUpperLeft{%
483       \put(0,0){%
484         \makebox(0,0)[lt]{%
485           \begin{tikzpicture}[%
486           ]%
487             \useasboundingbox
488               (0mm,\paperheight) rectangle (0mm,\paperheight);%
489             \draw[%
490               style={yshift=\paperheight,yscale=-1},%
491               step=14pt,%
492               style=help lines,%
493               ultra thin%
494             ] (0mm,0mm) grid [xstep=24mm,ystep=14pt] (\paperwidth,\paperheight);
495           \end{tikzpicture}%
496         }%
497       }%
498     }%
499 }
500 \usepackage{lipsum}
501 \usepackage{booktabs}
502 \begin{document}
503 \begin{letter}{College van Bestuur\newline%
504                 Universiteit van Leiden\newline%
505                 Rapenburg 70, Leiden
506                 }
507 \opening{Geacht College,}
508 \lipsum[1-2]
509 \section*{Hoofdzaak}
510 \lipsum[3]
511 \subsection*{Bijzaak}
512 \lipsum[4]
513 \begin{itemize}
514 \item foo
515 \item bar
516 \end{itemize}
517 \lipsum[6]
518
519 \begin{gridfltenv}
520 \begin{tabular}{@{}llr@{}} \toprule
521 \multicolumn{2}{c}{Item} \\ % \cmidrule(r){1-2}
522 Animal & Description & Price (\$)\\ \midrule
523 Gnat  & per gram  & 13.65 \\
524       & each      & 0.01 \\
```

```
525 Gnu      & stuffed   & 92.50 \\
526 Emu      & stuffed   & 33.33 \\
527 Armadillo & frozen & 8.99 \\ \bottomrule
528 \end{tabular}
529 \end{gridfltenv}
530
531 \lipsum[6]
532 \begin{enumerate}
533 \item foo
534 \item bar
535 \end{enumerate}
536 \lipsum[7]
537 \begin{gridenv}
538 \begin{equation}
539 \sqrt{x^2+y^2}=z
540 \end{equation}
541 \end{gridenv}
542 \lipsum[8]
543 \closing{Best regards,}
544 \end{letter}
545 \end{document}

546 ⟨/gridtest⟩
```