

# The `uocletter` package

Michael JasonSmith

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## Abstract

The  $\text{\LaTeX}$  `uocletter` package extends the standard `letter` document class by providing commands for typesetting a letter in the official format for the University of Canterbury, Christchurch, New Zealand.

Letters from the University of Canterbury have three forms of header: personal (Figure 1), departmental (Figure 2), and departmental with no web site (Figure 3). Each letterhead has up to ten fields, which are shown in Table 1.

The fields are entered using commands that correspond to the field name, similar to the `address` and `signature` fields of a standard letter. For example the `\organisation{}` command sets the `organisation` field. The majority of the fields are preset, so the author does not have to provide these, but is free to change one or all of the fields. Two fields are completely optional, and these determine the type of header that is produced. If `displayname` is omitted, then a departmental header (Figures 2 and 3) are produced. If `displayname` and `website` are omitted then a three-line departmental header is produced.

The letterhead is produced by the `\maketitle` command.

### *Foo B. Wibble*

Department of Computer Science	Telephone: +64-3-555-2380
University of Canterbury	Facsimile: +64-3-555-3380
PO Box 4800	Email: <a href="mailto:foo@cosc.canterbury.ac.nz">foo@cosc.canterbury.ac.nz</a>
Christchurch, New Zealand	Website: <a href="http://www.cosc.canterbury.ac.nz/~foo">http://www.cosc.canterbury.ac.nz/~foo</a>

Figure 1: Header for a personal letter.

### *Department of Computer Science*

University of Canterbury	Telephone: +64-3-555-2380
PO Box 4800	Facsimile: +64-3-555-3380
Christchurch	Email: <a href="mailto:admin@cosc.canterbury.ac.nz">admin@cosc.canterbury.ac.nz</a>
New Zealand	Website: <a href="http://www.cosc.canterbury.ac.nz/~foo">http://www.cosc.canterbury.ac.nz/~foo</a>

Figure 2: Header for a department letter

## *Department of Computer Science*

University of Canterbury	Telephone:	+64-3-555-2380
PO Box 4800	Facsimile:	+64-3-555-3380
Christchurch, New Zealand	Email:	admin@cosc.canterbury.ac.nz

Figure 3: Header for a department letter with no web site

Field Name	Example
<code>organisation</code> <sup>a</sup>	University of Canterbury
<code>post</code> <sup>a</sup>	PO Box 4800
<code>city</code> <sup>a</sup>	Christchurch
<code>country</code> <sup>a</sup>	New Zealand
<code>department</code> <sup>a</sup>	Department of Computer Science
<code>phone</code> <sup>a</sup>	+64-3-555-2380
<code>fax</code> <sup>a</sup>	+64-3-555-3380
<code>email</code> <sup>a</sup>	admin@cosc.canterbury.ac.nz
<code>displayname</code> <sup>b</sup>	Foo B. Wibble
<code>website</code> <sup>c</sup>	www.cosc.canterbury.ac.nz/~foo

<sup>a</sup>Preset field

<sup>b</sup>Leaving `displayname` undefined causes a departmental header to be typeset

<sup>c</sup>Optional in departmental headers

Table 1: Fields for the header