

# Departmental Letterhead

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## 1 The Generic UCB Letterhead

To recreate this example yourself, create a file in any editor using the key commands and any comments you may wish to keep. Key commands are indented. Remember to use the .tex extension in your filename.

```
% filename=letterhead.tex
% This is a template for producing a letterhead
% for the Economics Department with the UC logo
%
% Start the document using 11 point type and
% using the letterhead_econ.sty style sheet.
% letterhead_econ.sty uses the ucbletter.sty
% style sheet as input
% see /usr/local/TeX/tex/ucbletter/ucbletter.sty
%   \documentstyle[11pt]{letterhead_econ}
%   \begin{document}
%
% The following declarations give information
% about the sender.  Replace the example text
% with your own.
%
% To go after the closing:
%   \signature{Grace Katagiri\\Manager}
%
% Add zip+4 mailstop to zip code
%   \mailstop{3880}
%
% Acts as modifier to the letterhead:
% \location{Room 643}
%
```

```

% Just in case you want it:
% \telephone{Phone: (510) 642-8724\Fax: \ \ \ (510) 642-0638}
%
% Just in case you want this, too -- change the
% email address to your own, but don't touch the
% other stuff.
%       \login{\scriptsize {\em katagiri@econ.Berkeley.EDU\{\}\{\}}}
%
% Add the room number and mail code
%       \upperaddress{549 Evans Hall \# 3880}
%
% Finally, start your letter:
%       \begin{letter}{Mr. John Doe\Big Company, Inc.\
%           999 Main Street\Anytown, USA 9999-0000\}
%
% For informal letters, you can do:
% \begin{letter}{}
%
% Start your text:
%       \opening{Dear John:}
%
% Type in the text of your letter here:
Hi there!
%
%
%
% Letter closure (signature is provided automatically):
%       \closing{Sincerely yours,}
%
% Other things can follow:
%       \cc{Joe\Moe\Curly}
%       \encl{Foo\Bar}
%
%       \end{letter}
%       \end{document}

```

## 2 Example of a Customized UCB Letterhead

Comments are stripped out in this example. Commands are generally the same as before; new commands added to customize the letterhead are indented.

```

\documentstyle[11pt]{letterhead_econ}
\begin{document}
\signature{Grace Katagiri\\Manager}
\mailstop{3880}

    \telephone{Phone: (510) 642-8724\\Fax: \ \ \ (510) 642-0638}

    \login{\scriptsize {\em katagiri@econ.Berkeley.EDU\\{\}\{\}}}

    \department{\scriptsize ECONOMETRICS LABORATORY\\
        {\scriptsize {\em Institute of Business and
            Economic Research}}\\$ \$ \\{\scriptsize Daniel McFadden,
            Director\\Grace S. Katagiri, Manager}}

\upperaddress{549 Evans Hall \# 3880}
\begin{letter}{Mr. John Doe\\Big Company, Inc.\\
    999 Main Street\\Anytown, USA 9999-0000\\}
\opening{Dear John:}
Hi there!
\closing{Sincerely yours,}

    \cc{Joe\\Moe\\Curly}
    \encl{Foo\\Bar}

\end{letter}
\end{document}

```