uioletter — a package for creating official letters

Program source code and documentation

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5th October 2017
THE UNIVERSITY OF OSLO has defined a new graphics standard\textsuperscript{1} for its bicentennial celebrations in September 2011. This new standard includes official University letters, and the actual definition of such letters can be seen in Figure 1 on the following page. This package implements this official definition in a \LaTeX{} document class, but only for a subset of the university departments; in particular, the departments where I believe \LaTeX{} is frequently used or which have asked to be included.

Program documentation system

This program was documented using the \texttt{web0} package which is based on Donald Knuth’s ideas of literate programming. For more information on the \texttt{web0} implementation, see http://dag.at.ifi.uio.no/public/doc/web0.pdf.

1 User guide for the \texttt{uioletter} package

The \texttt{uioletter} is used almost like the standard \LaTeX{} document classes. The main differences are:

- The letter is placed in a \texttt{\begin{letter}...\end{letter}} environment; the name of the recipient and the address are given as parameters to this environment.

- The letter (inside the \texttt{letter} environment) should always start with an \texttt{opening} command and end with a \texttt{closing} command.

- The standard sectioning commands like \texttt{\chapter} and \texttt{\section} may not be used.

For a simple example, see the \LaTeX{} code in Figure 2 on page 5 which produces the result shown in Figure 3 on page 6.

1.1 Class options

The document class recognises these language options:

\texttt{norsk} is used for Norwegian \texttt{bokmål}.

\texttt{nynorsk} is used when the letter is in Norwegian \texttt{nynorsk}.

\texttt{UKenglish} (or just \texttt{english}) specifies that the letter is written in British English.

\texttt{USenglish} (or \texttt{american}) indicates that American English is used.

\textsuperscript{1}A complete description (in Norwegian) of the new graphics standard can be found at https://www.uio.no/om/designmanual/.
Figure 1: The official definition for letters from the University of Oslo (shown here in scale 1:2)
In addition, the following departments are known:

- **geo** is the *Department of Geosciences*.
- **ifi** is the *Department of Informatics*; this is the default.
- **iln** is the *Department of Linguistics and Scandinavian Studies*.
- **iss** is the *Department of Sociology and Human Geography*.
- **math** is the *Mathematics department*.
- **usit** is the University’s *Center for Information Technology*.

### 1.1.1 Simplified author information

Some users feel that the author information in three columns at the bottom of the page (see illustration in Figure 1 on the facing page) is a bit too excessive and prefer something simpler; an example of this simple layout can be found in Figure 6 on page 10. To achieve this, use the `simplify` option.

`simplify` gives the author information in a simpler form.

### 1.2 Letter specifications

The following commands are used to specify additional information:

- `\cc` tells who are to receive copies of this letter.

- `\closings` is used to end the letter; the parameter specifies which words to use for farewell. This command should be present in all letters.

- `\countersign` gives the name of the person countersigning the letter.
Figure 3: Official letter produced by the \LaTeX{} code in Figure 2 on the previous page using the uioletter document class; the letter is shown in half scale

\counterstitle can be used to give the job title of the person countersigning.

\date may be used to specify a date; the default is today’s date.

\encl lists any enclosed material.

\execaddr is used to indicate the address (whether building, street address or e-mail address) of the executive.

\executive is employed to tell who will handle the case (if other than the author of the letter).

\mytitle supplies the author’s job title.

\opening is used to start the letter; the parameter is the salutation. This command should be in every letter.

\ouraddr is used for the address of the writer’s department.
\ourcity may be used to specify a city (if other than Oslo).
\ouremail tells the e-mail address of the writer or his or her department.
\ourfax gives the writer’s fax number.
\ourphone specifies the phone number of the writer or his or her department.
\ourref provides the writer’s reference number for the case.
\oursect is used for the writer’s department section (if any).
\ourweb indicates the www address of the writer’s department.
\ourzip may be used to change the postal zip number (in case the writer is not at the Department of Informatics).
\signature provides the author’s name.
\yourref is for specifying the recipient’s reference number for the case (if any).

1.3 Other specifications

The recipient of the letter and his or her address is given as a parameter to the letter environment. The name and the address are separated by a \, as are the various lines of the address.

1.4 A complete demonstration

In Figure 4 on the following page is shown some \LaTeX{} code using all available commands; the result can be seen in Figure 5 on page 9.
\documentclass[norsk]{uioletter}
\usepackage[utf8]{inputenc}
\usepackage[T1]{fontenc, url}  \urlstyle{sf}
\usepackage{babel, textcomp}
\signature{Dag Langmyhr}
\mytitle{universitetslektor}
\date{Medio juli 2010}
\ourref{Info 1/2010}
\yourref{2010-99-1}
\ouremail{dag@ifi.uio.no}
\oursect{OMS-gruppen}
\ourweb{www.ifi.uio.no}
\ouraddr{Ole-Johan Dahls hus}
\ourcity{Tigerstaden}
\ourzip{++++}
\ourphone{(228) 524 50}
\ourfax{(228) 524 10}
\countersign{En Medarbeider}
\countersigntitle{parafreringsperson}
\executive{En Saksbehandler}
\execaddr{konsulent@ifi.uio.no}

\begin{document}
\begin{letter}{Alle \LaTeX-brukere \ Universitetet i Oslo \ Oslo \ Norge}
\opening{Kjære bruker}

Dette er et brev som demonstrerer \LaTeX-klassen \texttt{uioletter} som kan benyttes for å skrive offisielle brev fra ansatte ved Universitetet i Oslo. På nettsiden \url{http://www.mn.uio.no/ifi/tjenester/it/hjelp/latex/} finnes en link til dokumentasjon for denne dokumentklassen (og diverse andre nyttige \LaTeX{}-klasser, -pakker og -dokumentasjon).

I 2010 innførte Universitetet en ny grafisk profil. Den omfatter også offisielle brev, og \textsf{uioletter} følger denne nye standarden. Ytterligere informasjon om den nye grafiske profilen finnes på nettsiden \url{https://www.uio.no/om/designmanual/}.

\closing{Med vennlig hilsen}
\cc{Alle interesserte}
\encl{Ingenting}
\end{letter}
\end{document}

Figure 4: \LaTeX{} code demonstrating all possible options; the result is shown in Figure 5 on the next page
Kjære bruker

Dette er et brev som demonstrerer \LaTeX-klassen \texttt{uioletter} som kan benyttes for å skrive offisielle brev fra ansatte ved Universitetet i Oslo. På nettsiden \url{http://www.mn.uio.no/ifi/tjenester/it/hjelp/latex/} finnes en link til dokumentasjon for denne dokumentklassen (og diverse andre nyttige \LaTeX-klasser, -pakker og -dokumentasjon).

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Med vennlig hilsen

Dag Langmyhr
universitetslektor

En Medarbeider

En Saksbehandler
konsulent@ifi.uio.no

Kopi sendt: Alle interesserte

Vedlegg: Ingenting

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Figure 5: Official letter produced by the \LaTeX code in Figure 4 on the preceding page; the letter is shown in half scale
Kjære bruker

Dette er et brev som demonstrerer \LaTeX-klassen `uioletter` som kan benyttes for å skrive offisielle brev fra ansatte ved Universitetet i Oslo. På nettsiden http://www.ifi.uio.no/it/latex.html finnes en link til dokumentasjon for denne dokumentklassen (og diverse andre nyttige \LaTeX-klasser, -pakker og -dokumentasjoner).


Med vennlig hilsen

Dag Langmyhr
universitetslektor

Figure 6: Simplified version of an official letter; the letter is shown in half scale
2 Implementation

All \LaTeX class definitions consist of a standard part followed by code specific to that class.

\begin{verbatim}
\NeedsTeXFormat{LaTeX2e}[1994/12/01] \% Any version, really.
\endinput

\endinput

\endinput

\endinput

The \texttt{uioletter} document class requires \LaTeX, but not any recent version.
Note that all internal names start with \texttt{\textbackslash uioletter@...} to avoid unintentional confusion with names in other packages.

2.1 Standard information

Every \LaTeX document class should contain some standard information.

2.1.1 Identification

All \LaTeX document classes identify themselves by their name, date and version number.

\begin{verbatim}
\ProvidesPackage{uioletter}[2017/10/05 v3.08b UiO document class]
\end{verbatim}

This code is extended in #3 (p.11). It is used in #1 (p.11).

2.1.2 Initial code

A few definitions may be necessary before the class can handle the options.

\begin{verbatim}
\newcommand{\uioletter@bokmaal}{
\def \uioletter@address@name {Postadresse}
\def \uioletter@date@name {Dato}
\def \uioletter@ouraddr@name {Postboks 1080 Blindern}
\def \uioletter@email@name {E-post}
\def \uioletter@fax@name {Faks}
\def \uioletter@phone@name {Telefon}
\def \uioletter@ourref@name {Vå r ref}
\def \uioletter@ourzip@name {0316}
\def \uioletter@yourref@name {Deres ref}

This code is extended in #3 (p.11). It is used in #2 (p.11).
\end{verbatim}

This is the default:

\begin{verbatim}
\newcommand{\uioletter@bokmaal}{
\def \uioletter@address@name {Postadresse}
\def \uioletter@date@name {Dato}
\def \uioletter@ouraddr@name {Postboks 1080 Blindern}
\def \uioletter@email@name {E-post}
\def \uioletter@fax@name {Faks}
\def \uioletter@phone@name {Telefon}
\def \uioletter@ourref@name {Vå r ref}
\def \uioletter@ourzip@name {0316}
\def \uioletter@yourref@name {Deres ref}

This code is extended in #3 (p.11). It is used in #2 (p.11).
\end{verbatim}

2.2 Language adaption

A few words and phrases are different in different languages.

2.2.1 Norwegian bokmål

\begin{verbatim}
\newcommand{\uioletter@bokmaal}{
\end{verbatim}

This code is extended in #3 (p.11).

\end{verbatim}
2.2.2 Norwegian nynorsk

Nynorsk is almost identical to Bokmål.

\newcommand{\uiologternynorsk}{% 
def \uioletteeryourrefname {Dykkar ref}}
(This code is extended in #3, (p.12).)

2.2.3 English

There is no difference between British and American English in these words.

\newcommand{\uioletteureenGLISH}{% 
def \uioletteeraddressname {Mail address}% 
def \uioletteerdate{name} {Date}% 
def \uioletteeremail@name {E-mail}% 
def \uioletteerfax@name {Fax}% 
def \uioletteerphone@name {Phone}% 
def \uioletteeryourrefname {Your ref}}

2.3 Class options

The \uioletter class recognises some options.

\ProcessOptions* \relax
(This code is extended in #2, (p.14).)

2.3.1 Class options

These departments/units are known:

\DeclareOption{geo}{\def \uioletterdept{geo}% 
def \uioletterdept@bm{Institutt for geofag}% 
def \uioletterdept@nn{Institutt for geofag}% 
def \uioletterdept@eng{Department of Geosciences}% 
def \uioletterdept@fac{mn}}% 
\DeclareOption{ifi}{\def \uioletterdept{ifi}% 
def \uioletterdept@bm{Institutt for informatikk}% 
def \uioletterdept@nn{Institutt for informatikk}% 
def \uioletterdept@eng{Department of Informatics}% 
def \uioletterdept@fac{mn}}% 
\DeclareOption{iln}{\def \uioletterdept{iln}% 
def \uioletterdept@bm{Institutt for lingvistiske og nordiske studier}% 
def \uioletterdept@nn{Institutt for lingvistiske og nordiske studium}% 
def \uioletterdept@eng{Department of Linguistics and Scandinavian Studies}% 
def \uioletterdept@fac{hf}}% 
\DeclareOption{iss}{\def \uioletterdept{iss}% 
def \uioletterdept@bm{Institutt for sosiologi og samfunnsgeografi}% 
def \uioletterdept@nn{Institutt for sosiologi og samfunnsgeografi}% 
def \uioletterdept@eng{Department of Sociology and Human Geography}% 
def \uioletterdept@fac{sv}}% 
\DeclareOption{math}{\def \uioletterdept{math}% 
def \uioletterdept@bm{Matematisk institutt}% 
def \uioletterdept@nn{Matematisk institutt}
In addition, the following language options are recognised:

\[ \text{\textit{American}} \]

\[ \text{\textit{English}} \]

\[ \text{\textit{Norwegian}} \]

\[ \text{\textit{Nynorsk}} \]

\[ \text{\textit{UK English}} \]

\[ \text{\textit{US English}} \]

In this class, Norwegian is the default language.

The user may specify a simplified format for the author information.

This is not the default.

2.3.2 Ignored options

Options for paper size are silently ignored.

2.3.3 Other options

No other options are legal.
2.4 The base class

The uioletter document class is an extension of the standard letter class using A4 paper size and 11 pt font size.

\LoadClass[a4paper,11pt]{letter}

2.5 Required packages

Some support packages are needed.

2.5.1 Different languages

Language issues in \LaTeX{} are handled by the babel package.

\RequirePackage{babel}

(This code is extended in \#5a (p.14). It is used in \#2c (p.14).)

2.5.2 Calculations

To make size calculations easier to read, the calc package is very useful.

\RequirePackage{calc}

(This code is extended in \#5b (p.14).)

2.5.3 Graphics

To insert graphics (like logos) we need the graphicx package.

\RequirePackage{graphicx}

(This code is extended in \#5c (p.14).)

2.5.4 Tables

The tabularx package helps produce better-looking tables.

\RequirePackage{tabularx}

(This code is extended in \#5d (p.14).)

2.5.5 Placing fixed elements

The package textpos makes it possible to place anything at a specified position on the page.

\RequirePackage[absolute]{textpos}

(This code is extended in \#5e (p.14).)

2.5.6 Typeface

The official typeface for letters is Georgia.

\RequirePackage{uiofont}
2.6 User interface

The following new commands are defined:

- \countersign gives the name of the countersigner (if any).

  \begin{verbatim}
  \newcommand{\countersign}{\def \uioletter@countersign {#1}}
  \end{verbatim}

  (This code is extended in \#6 (p.15). It is used in \#1 (p.11).)

- \countersigntitle gives the title of the person countersigning (if any).

  \begin{verbatim}
  \newcommand{\countersigntitle}{\def \uioletter@countertitle {#1}}
  \end{verbatim}

  (This code is extended in \#6 (p.15).)

- \executive indicates the name of the executive officer handling this case.

  \begin{verbatim}
  \newcommand{\executive}{\def \uioletter@executive {#1}}
  \end{verbatim}

  (This code is extended in \#6 (p.15).)

- \execaddr indicates the address (e-mail address, phone or other) of the executive officer handling this case.

  \begin{verbatim}
  \newcommand{\execaddr}{\def \uioletter@execaddr {#1}}
  \end{verbatim}

  (This code is extended in \#6 (p.15).)

- \mytitle gives the writer’s job title; the default is to leave it empty.

  \begin{verbatim}
  \newcommand{\mytitle}{\def \uioletter@mytitle {#1}}
  \end{verbatim}

  (This code is extended in \#6 (p.15).)

- \ouraddr gives the writer’s post address; the default is the one for the Department of Informatics: Postboks 1080 Blindern/PO box 1080 Blindern.

  \begin{verbatim}
  \newcommand{\ouraddr}{\def \uioletter@ouraddr {#1}}
  \end{verbatim}

  (This code is extended in \#6 (p.15).)

- \ourcity gives the writer’s city; the default is Oslo.

  \begin{verbatim}
  \newcommand{\ourcity}{\def \uioletter@ourcity {#1}}
  \end{verbatim}

  (This code is extended in \#6 (p.16).)
• *\ouremail* gives the writer’s e-mail address,\(^2\) the default is to leave this empty.

\(^{6}_g\) (uioletter definitions \(^6\) (p.15)) + ≡
107 \newcommand{\ouremail}{\def \uioletter@ouremail {#1}}
108 \def \uioletter@ouremail {} 
(This code is extended in \(^{6}_h\) (p.16.).)

• *\ourfax* gives the writer’s fax number; the default is to leave this empty.

\(^{6}_h\) (uioletter definitions \(^6\) (p.15)) + ≡
109 \newcommand{\ourfax}{\def \uioletter@ourfax {#1}}
110 \def \uioletter@ourfax {}
(This code is extended in \(^{6}_i\) (p.16.).)

• *\ourphone* gives the phone number of the writer’s department; the default is to leave it empty.

\(^{6}_i\) (uioletter definitions \(^6\) (p.15)) + ≡
111 \newcommand{\ourphone}{\def \uioletter@ourphone {#1}}
112 \def \uioletter@ourphone {}
(This code is extended in \(^{6}_i\) (p.16.).)

• *\ourref* specifies the sender’s reference number.

\(^{6}_j\) (uioletter definitions \(^6\) (p.15)) + ≡
113 \newcommand{\ourref}{\def \uioletter@ourref {#1}}
114 \def \uioletter@ourref {} 
(This code is extended in \(^{6}_i\) (p.16.).)

• *\oursect* gives the writer’s section; the default is to leave this empty.

\(^{6}_k\) (uioletter definitions \(^6\) (p.15)) + ≡
115 \newcommand{\oursect}{\def \uioletter@oursect {#1}}
116 \def \uioletter@oursect {} 
(This code is extended in \(^{6}_i\) (p.16.).)

• *\ourweb* gives the web address of the sender’s unit the default is to use the University’s web address.

\(^{6}_l\) (uioletter definitions \(^6\) (p.15)) + ≡
117 \newcommand{\ourweb}{\def \uioletter@ourweb {www.uio.no}}
118 \def \uioletter@ourweb {www.uio.no} 
(This code is extended in \(^{6}_m\) (p.16.).)

• *\ourzip* gives the writer’s zip code in the postal address; the default is the one for the Department of Informatics: 0316/NO-0316.

\(^{6}_m\) (uioletter definitions \(^6\) (p.15)) + ≡
119 \newcommand{\ourzip}{\def \uioletter@ourzip {#1}}
120 \def \uioletter@ourzip {\uioletter@ourzip@name} 
(This code is extended in \(^{6}_n\) (p.16.).)

• *\yourref* specifies the recipient’s reference number.

\(^{6}_n\) (uioletter definitions \(^6\) (p.15)) + ≡
121 \newcommand{\yourref}{\def \uioletter@yourref {#1}}
122 \def \uioletter@yourref {} 
(This code is extended in \(^{6}_n\) (p.17.).)

\(^2\)The specifications are unclear whether this is the sender’s or the department’s e-mail address.
3 Letter setup

Figure 1 on page 4 specifies what an official letter from the University of Oslo should look like.

3.1 Fixed elements

Since all letters are created in a letter environment, the various fixed elements are best handled by attaching them to this environment.

\begin{verbatim}
\let \uioletter@orig@letter = \letter
\renewcommand{\\letter}{% \uioletter@orig@letter{#1}% (first page style \ref{p.20})% (specify text layout \ref{p.20})}%
\end{verbatim}

(This code is extended in \ref{p.17}.)

The \uioletter@addFixedElements macro adds all the fixed elements on the front page using the textblock environment from the textpos package (see Section 2.5.5 on page 14).

\begin{verbatim}
\newcommand{\uioletter@addFixedElements}{% (place department name \ref{p.17})% (add recipient \ref{p.17})% (add date \ref{p.18})% (add colon \ref{p.18})% (add university seal \ref{p.18})% (add sender information \ref{p.19})%}
\end{verbatim}

(This code is extended in \ref{p.17}.)

3.1.1 The name of the department

This name is, together with the faculty name, defined to be 9.3 mm high and goes in the top left corner, 12 mm from the top and 20 mm from the left edge.

\begin{verbatim}
\begin{tikzpicture}[inner sep=0pt,outer sep=0pt]
\node at (0,0) {\includegraphics[height=9.3mm]{\uioletter@fac-\uioletter@dept-\uioletter@suffix}};
\end{tikzpicture}
\end{verbatim}

(This code is used in \ref{p.17}.)

3.1.2 The recipient

The name and address of the recipient should be placed exactly 46 mm from the top and 20 mm from the left edge. It should use 9 pt type size.

\begin{verbatim}
\begin{tikzpicture}[inner sep=0pt,outer sep=0pt]
\node at (0,0) {\footnotesize\toname\toaddress\null};
\end{tikzpicture}
\end{verbatim}

(This code is used in \ref{p.17}.)

(The \null avoids error messages in case the address is empty.)

\footnotesize

---

\footnotesize

\textsuperscript{3}My guess is that a fixed position makes it easy to used envelopes with a window.
### 3.1.3 Date and reference numbers

The date and references (if any) go beneath the recipient. (Even though it has not been specified, I have decided to tabulate the entries; I think it looks a lot better that way.)

#9 \(\langle\text{add date}\rangle\) \(\equiv\)

\begin{verbatim}
\begin{textblock*}{17cm}(20mm,72mm)
\footnotesize
{\makebox[45pt][l]{\uioletter@date@name:\uioletter@date@cmd}}
{\makebox[45pt][l]{\uioletter@yourref@name:\uioletter@yourref}}
{\makebox[45pt][l]{\uioletter@ourref@name:\uioletter@ourref}}
\end{textblock*}
\end{verbatim}

(This code is used in #6p(p.17).)

As you can see, we drop the prefix for missing items. Testing for an empty date, however, is more complicated and involves testing for the use of particular packages that adapt the \today command.

#6q \(\langle\text{uioletter definitions #6(p.15)}\rangle\) \(+\equiv\)

\begin{verbatim}
\def \uioletter@date@cmd \{\@date\
\AtBeginDocument{
\ifthenelse{\isundefined{\iso@printday}} {% Package isodate loaded?
{\setboolean{uioletter@date}{true}}
\def \uioletter@date@cmd \{\today\}
\ifthenelse{\equal{\@date}{}} {% \date{} ?
{\setboolean{uioletter@date}{true}}
}
{\setboolean{uioletter@date}{true}}
}
\end{verbatim}

(This code is extended in #6r(p.19).)

### 3.1.4 A transparent colon

One distinctive part of the profile is a big transparent colon where each dot is 19 mm tall; it should go behind the text and be \((2 \times 19 + 4.6 =) 42.6\) mm high, positioned 105 mm from the top and 2.5 mm from the left margin.\(^4\)

#10 \(\langle\text{add colon}\rangle\) \(\equiv\)

\begin{verbatim}
\begin{textblock*}{20mm}(22.5mm,105mm)
\includegraphics{uio-bg-colon}
\end{textblock*}
\end{verbatim}

(This code is used in #6p(p.17).)

### 3.1.5 The University seal

The seal goes in the bottom left corner, 266 mm from the top. It should be 19 mm tall and the center should be 33.5 mm from the left edge. (In other words, the seal should be positioned \((33.5 - 19/2 =) 24\) mm from the left edge.)

#11 \(\langle\text{add university seal}\rangle\) \(\equiv\)

\begin{verbatim}
\begin{textblock*}{19mm}(24mm,266mm)
\includegraphics[height=19mm]{uio-off-logo}
\end{textblock*}
\end{verbatim}

(This code is used in #6p(p.17).)

\(^4\)The distance from the left margin is not explicitly specified but are according to my measurements.
3.1.6 Sender information

The sender information can be shown in either the full three-column format, as demonstrated in Figure 5 on page 9, or in simplified form, as shown in Figure 6 on page 10.

3.1.6.1 Full format

Beside the seal (at 62.5 mm from the left edge and 271 mm from the top) comes various information about the sender.\textsuperscript{5}

3.1.6.2 Simplified format

The font size for this information is not specified, but I guess 7 pt will be OK.

\textsuperscript{5}The font size for this information is not specified, but I guess 7 pt will be OK.
3.2.1 Margins

Left and right margin are defined to be 20 mm.

$$\text{\texttt{\textbackslash setlength\{oddsidemargin\}\{20\text{\text{mm}}-\text{\text{lin}}\}}\quad \text{\texttt{\textbackslash setlength\{textwidth\}\{21\text{\text{cm}}-20\text{\text{mm}}-20\text{\text{mm}}\}}}$$
(This code is extended in \#6u (p.20).)

The vertical margins are not defined, but my estimates are 46 mm top margin and $((297-266)+(105-99)=)\ 37$ mm bottom margin.

$$\text{\texttt{\textbackslash setlength\{\textwidth\}\{21\text{\text{cm}}-46\text{\text{mm}}-37\text{\text{mm}}\}}}$$
(This code is extended in \#6u (p.20).)

On the first page of a letter, we must add some extra vertical space so that the title line is 99 mm from the top of the page.

$$\text{\texttt{\textbackslash \texttt{\textbackslash vspace\{-1\text{\text{in}}\}}}\quad \text{\texttt{\textbackslash vspace\{-\text{\text{topmargin}}\}}}\quad \text{\texttt{\textbackslash vspace\{-\text{\text{headheight}}\}}}\quad \text{\texttt{\textbackslash vspace\{-\text{\text{headsep}}\}}}\quad \text{\texttt{\textbackslash vspace\{99mm\}}}\quad \text{\texttt{\textbackslash vspace\{-1.5\text{\text{ex}}\}}}$$
(This code is extended in \#13a (p.20). It is used in \#6u (p.17).)

The paragraphs should be unindented but be separated by a blank line.

$$\text{\texttt{\textbackslash setlength\{\parindent\}\{0pt\}}}\quad \text{\texttt{\textbackslash setlength\{\parskip\}\{5\text{\text{mm}}\plus 2\text{\text{pt}}\minus 2\text{\text{pt}}\}}}$$

3.3 Page styles

The uioletter class does not define any new page styles. The front page of a letter uses the empty style and any subsequent pages use the standard plain style with just a page number on the bottom of the page.$^7$

$$\text{\texttt{\textbackslash \texttt{\textbackslash thispagestyle\{empty\}}}$$
(This code is used in \#6u (p.17).)

3.4 The opening

The \texttt{opening} command is used to produce the greeting and must be completely redefined.

$$\text{\texttt{\textbackslash renewcommand\{\texttt{opening}\}\{\texttt{\texttt{\textbf{#1}}\texttt{\par \texttt{\textbackslash vspace\{1pt\}}\texttt{\textbackslash vspace\{-\text{\text{baselineskip}}\}}}\}}}$$
(This code is extended in \#6w (p.21).)

Note that there should be very little spacing after the heading.

$^6$Even though it is not specified (and probably never even considered $\ominus$) I have added a 1 pt stretch and shrink.

$^7$The University’s specifications say nothing about other pages than the first one, so using the plain style is my decision.
3.5 The closing

The \texttt{\textbackslash closing} command is used for the signature. The definition uses a minipage to inhibit page breaks.

3.5.1 Countersignatures

An additional person may countersign the document. This is indicated by flushing this signature \(105 - 20 = 85\) mm right.

3.5.2 Add executive officer

If an executive officer has been assigned, his or her name must be entered.

3.5.3 Additions

The user may specify copies and enclosures using the \texttt{\textbackslash cc} and \texttt{\textbackslash encl} commands, respectively. These follow the signature and should be formatted slightly differently.
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