

December 2, 2014

Prospective user
Department of Mathematics
University of Colorado at Boulder

Dear prospective user,

Here is an implementation of the CU Boulder letterhead for \LaTeX . This implementation is completely “unofficial” and may not match official university letterhead.

The rest of this letter describes how to use the `boulder-ltr` package.

How do I use it?

1. Use the “letter” document class. You should declare your signature and other personal information in the preamble.
2. Optionally decide on a logo. The default is color, but you can use the `bw-logo` option for the black-and-white logo. There is an option (`no-logo`) to remove the logo completely. You may also use your own file. To do so, you will need to redefine `\CULogo[BW]` file in `boulder-ltr.sty`.
3. Need a different department? You will need to edit `\fulladdress` and `\fulltelephone` in `boulder-ltr.sty`.
4. Optionally provide your signature as a pdf or jpeg file.

Make it easier for me.

Copy `readme.tex` to `myletter.tex`, modify as needed, and run `pdflatex` on it.

Options

The `boulder-ltr` package provides the following options.

- `color-logo` (default) Uses the CU Boulder color logo.
- `bw-logo` Uses a black-and-white version of the CU Boulder logo.
- `no-logo` Does not display any logo.
- `britdate` Uses dd-mm-yyyy date format.

Version history

Version 0.1 is the initial version of `boulder-ltr`. Version 0.1 was made available on December 2, 2014.

Comments, suggestions, and improvements

The original distribution of boulder-ltr is at:

<http://math.colorado.edu/~seor3821/software/boulder-letterhead/>

Your comments, suggestions, and patches for the style file are especially welcome.

Good luck!

Your scanned signature

Sean O'Rourke

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