

Leiden University LaTeX Letter format

Leiden Faculty of Science Dean Michiel Kreutzer has created a LaTeX class for the official letter format used in business communication from Leiden University. This package is available on your Linux Desktop, but can also be installed on your personal laptop.

A full description and install instruction of this CTAN is available at <https://ctan.org/pkg/leiletter>. Read the Package Documentation on that site for usage of the class. The class (the University style) requires the presence of the MinionPro font files. Read

this doc
on how to install these fonts on your personal laptop.

Observatory modifications

For the Observatory we have modified the class file to incorporate Leiden Observatory specific information, such as the Oort Building address and Observatory post office box number. The Letter Logo is also the Observatory specific logo instead of the standard University Logo.

For the LEiletter class to work properly we have

an example TeX file available
and you also need a file (`medewerker.lco`)
) with your personal and some additional information.

After editing both files you can now run for instance

```
pdflatex leiletter-example.tex
```

to produce a pdf version of the LaTeX file.

From:

<https://helpdesk.lorentz.leidenuniv.nl/wiki/> - Computer Documentation Wiki

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