



2008-07-10

Dr. Richard B. Shepard
(*adress withheld*)

Example letter based on the document class LETTER (KOMA-SCRIPT V.2)

Dear Dr. Shepard:

This letter is to thank you for providing me with the material to create this example, but also to serve as a literal example of how you can create a letter in LyX using the document class LETTER (KOMA-SCRIPT V.2). Hopefully the style of this letter is suited for business purposes.

Below I've added some notes and instructions regarding the template (KOMA-LETTER2-TEMPLATE.LYX), but the Koma-Script documentation should contain more complete documentation. If you or any other reader of this letter wish to comment on how to use the template, please do so on the wiki page <http://wiki.lyx.org/Examples/KomaLetter2>. That wiki page also contains links to download the template and the example files.

- Paragraph styles

LOGO Place your logotype or letterhead here. You may wish to modify the image so that it fills the entire width of the page. You may also wish to include your address and contact information in the letterhead. Note that if you use a PDF-file for the logotype, you may have to use *pdflatex* to view/export the letter.

SIGNATURE Use this for your name and signature. You can leave space to manually sign the letter, or insert a scanned image of your actual signature¹. If the latter option is legal depends on the local.

¹This letter does not use my real signature, but an image in public domain of another Swede, Count

Dr. Richard B. Shepard

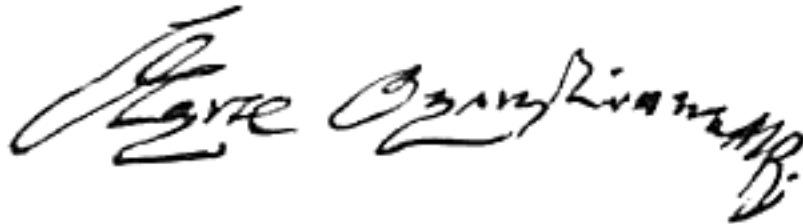
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- SUBJECT The subject or heading of the letter.
- DATE The date appearing in the letter. Write it manually or insert `\date{}` as ERT, e.g. July 10, 2008.
- ADDRESS Address of the recipient. Use *Ctrl-Enter* to start a new line.
- OPENING Greeting phrase, e.g. *Dear Dr. Shepard*.
- CLOSING The phrase used to end the letter, e.g. *Sincerely* or *Best regards*.
- CC It probably stands for *carbon copy*, and would thus be used to list the addresses of additional recipients that will receive a copy of the letter. I don't know where this should be placed in the letter.

- Place the body of the letter after the paragraph style OPENING.

Sincerely,

A handwritten signature in black ink, appearing to read 'Axel Oxenstierna', written in a cursive style.

Dr. Christian Ridderström
LyX Developer

cc: <Carbon copy recipients?>