

typst-letter-pro

Version 2.1.0

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by Sematre and contributors

<https://github.com/Sematre/typst-letter-pro>

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Description

typst-letter-pro provides a convenient and professional way to generate business letters with a standardized layout. The template follows the guidelines specified in the DIN 5008 standard, ensuring that your letters adhere to the commonly accepted business communication practices.

The goal of typst-letter-pro is to simplify the process of creating business letters while maintaining a clean and professional appearance.

Quickstart

```
#import "@preview/letter-pro:2.1.0": letter-simple

#set text(lang: "de")

#show: letter-simple.with(
  sender: (
    name: "Anja Ahlsen",
    address: "Deutscherrenufer 28, 60528 Frankfurt",
    extra: [
      Telefon: #link("tel:+4915228817386")[+49 152 28817386]\
      E-Mail: #link("mailto:aahlsen@example.com")[aahlsen@example.com]\
    ],
  ),

  annotations: [Einschreiben - Rückschein],
  recipient: [
    Finanzamt Frankfurt\
    Einkommenssteuerstelle\
    Gutleutstraße 5\
    60329 Frankfurt
  ],

  reference-signs: (
    ([Steuernummer], [333/24692/5775]),
  ),

  date: "12. November 2014",
  subject: "Einspruch gegen den ESt-Bescheid",
)

Sehr geehrte Damen und Herren,

#lorem(100)

Mit freundlichen Grüßen\
Anja Ahlsen
```

Simple vs. Generic

typst-letter-pro offers 2 ways to create a letter: *letter-generic* and *letter-simple*. The *letter-simple* function is an abstraction of the *letter-generic* function, which makes it easier to write a

letter, without much extra work. It tries to have sane defaults for most applications but still wants to offer some dedgree of customizability. Your first choice should be the *letter-simple* function. Use the *letter-generic* function if you want to have as much control over the layout as possible. Helper functions are a way to make use of both worlds.

Generic layout

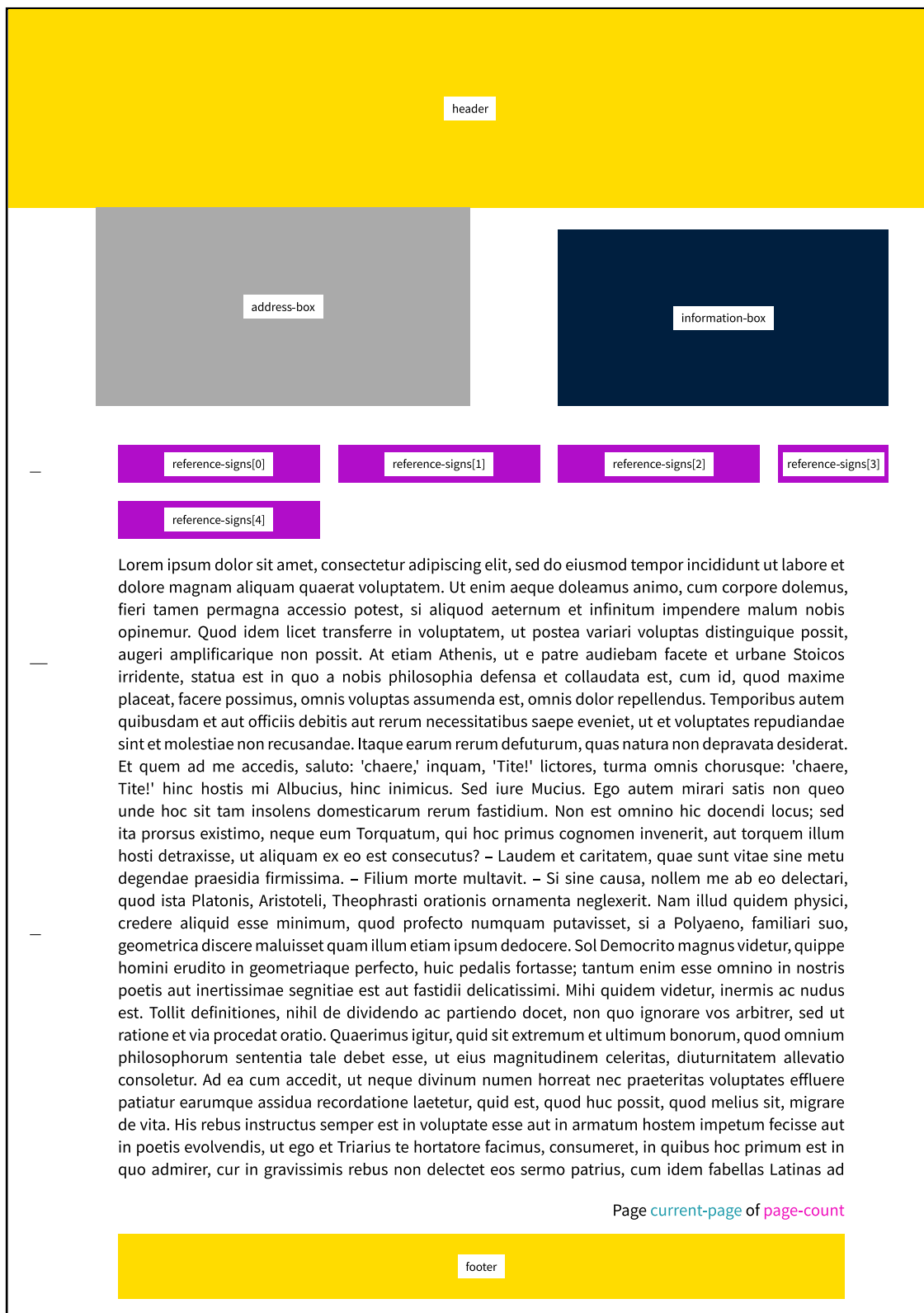


Figure 1: Page layout of *letter-generic*. Every layout option is highlighted.

Simple layout

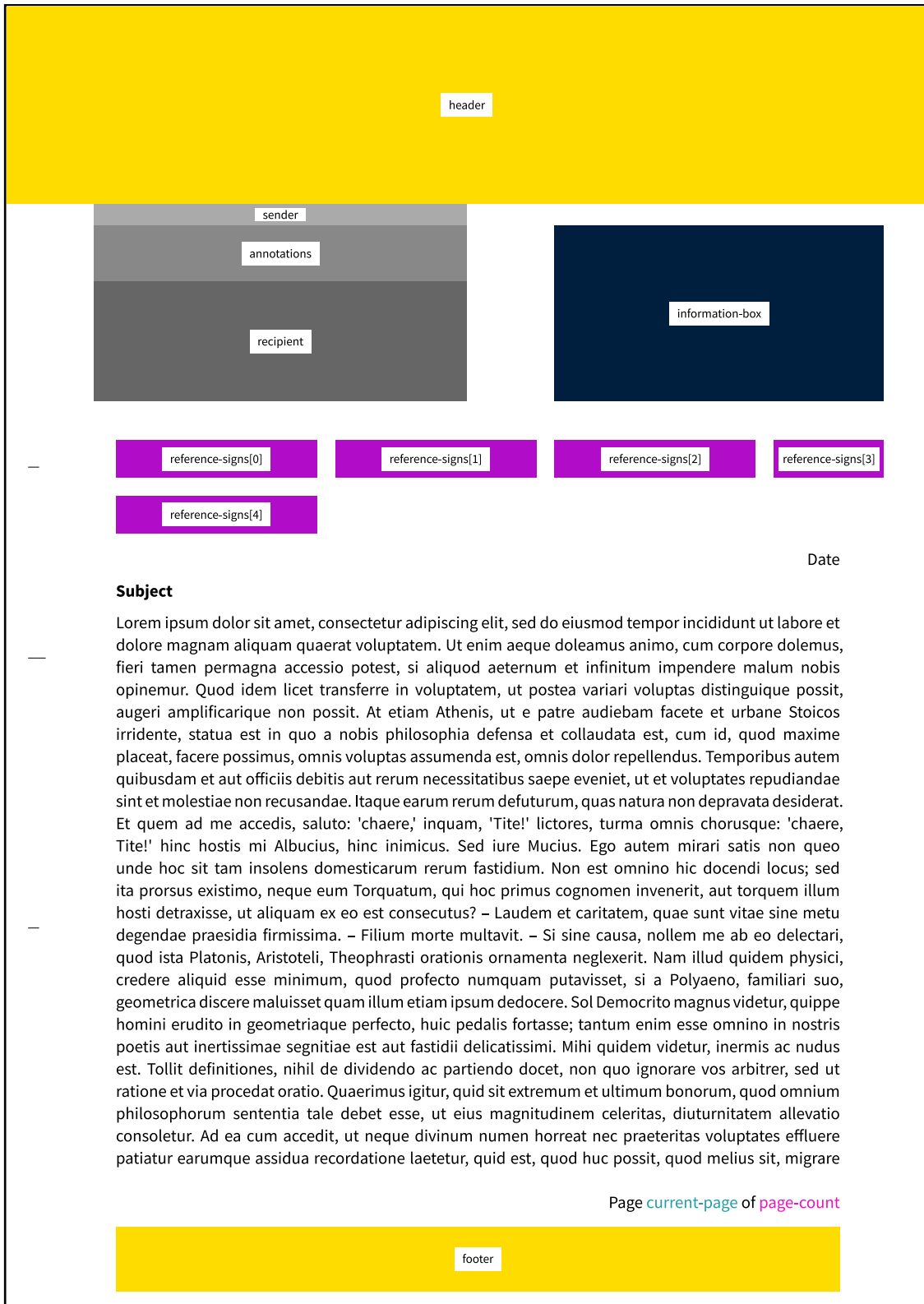


Figure 2: Page layout of *letter-simple*. Every layout option is highlighted.

Postage Stamp

Deutsche Post

Deutsche Post offers digital franking marks that can be placed inside the address box of your letters. `typst-letter-pro` gives you an option to leave a little extra space for a stamp between the sender box and the recipient box.

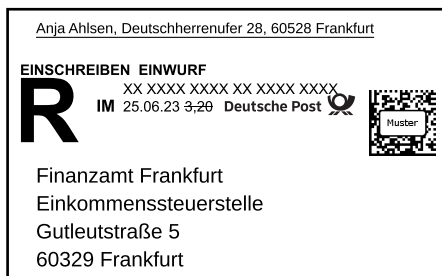


Figure 3: Deutsche Post “Internetmarke”

Enable stamping in your code:

```
#show: letter-simple.with(  
  // [...]  
  stamp: true,  
  // [...]  
)
```

Then generate the PDF and place the stamp using `qpdf`¹:

```
$ qpdf path/to/letter.pdf --overlay path/to/stamp.pdf -- path/to/output.pdf
```

Note: This **ONLY** works with stamps of the format “DIN A4 Normalpapier (Einlegeblatt)”.

Functions

- `letter-simple()`
- `letter-generic()`
- `header-simple()`
- `sender-box()`
- `annotations-box()`
- `recipient-box()`
- `address-duobox()`
- `address-tribox()`

¹<https://github.com/qpdf/qpdf>

letter-simple

This function takes your whole document as its *body* and formats it as a simple letter.

The default font is set to *Source Sans Pro* without hyphenation. The body text will be justified.

Parameters

```
letter-simple(  
  format: string ,  
  header: content none ,  
  footer: content none ,  
  folding-marks: boolean ,  
  hole-mark: boolean ,  
  sender: dictionary ,  
  recipient: content none ,  
  stamp: boolean ,  
  annotations: content none ,  
  information-box: content none ,  
  reference-signs: array none ,  
  date: content none ,  
  subject: string none ,  
  page-numbering: string function none ,  
  margin: dictionary ,  
  font: string array ,  
  body: content none  
) -> content
```

format `string`

The format of the letter, which decides the position of the folding marks and the size of the header.

Format	Folding marks	Header size
DIN-5008-A	87mm, 192mm	27mm
DIN-5008-B	105mm, 210mm	45mm

Default: `"DIN-5008-B"`

header `content` or `none`

The header that will be displayed at the top of the first page. If header is set to `none`, a default header will be generated instead.

Default: `none`

footer `content` or `none`

The footer that will be displayed at the bottom of the first page. It automatically grows upwards depending on its body. Make sure to leave enough space in the page margins.

Default: `none`

folding-marks `boolean`

The folding marks that will be displayed at the left margin.

Default: `true`

hole-mark `boolean`

The hole mark that will be displayed at the left margin.

Default: `true`

sender `dictionary`

The sender that will be displayed below the header on the left.

The name and address fields must be strings (or none).

Default: (
 `name: none,`
 `address: none,`
 `extra: none,`
)

recipient `content` or `none`

The recipient that will be displayed below the annotations.

Default: `none`

stamp `boolean`

This will increase the annotations box size by two lines in order to provide more room for the postage stamp that will be displayed below the sender.

Default: `false`

annotations `content` or `none`

The annotations box that will be displayed below the sender (or the stamp if enabled).

Default: `none`

information-box `content` or `none`

The information box that will be displayed below below the header on the right.

Default: `none`

reference-signs `array` or `none`

The reference signs that will be displayed below the address box. The array has to be a collection of tuples with 2 content elements.

Example:

```
(
  ([Foo], [bar]),
  ([Hello], [World]),
)
```

Default: `none`

date `content` or `none`

The date that will be displayed on the right below the subject.

Default: `none`

subject `string` or `none`

The subject line and the document title.

Default: `none`

page-numbering `string` or `function` or `none`

Defines the format of the page numbers.

Type	Description
string	A numbering pattern as specified by the official documentation of the numbering function.
function	A function that returns the page number for each page. Parameters: <ul style="list-style-type: none">• current-page (integer)• page-count (integer) Return type: <code>content</code>
none	Disable page numbering.

Default: `(current-page, page-count) => {`
 `"Page " + str(current-page) + " of " + str(page-count)`
 `}`

margin `dictionary`

The margin of the letter.

The dictionary can contain the following fields: *left*, *right*, *top*, *bottom*.

Missing fields will be set to the default. Note: There is no *rest* field.

Default: (

left: 25mm,

right: 20mm,

top: 20mm,

bottom: 20mm,

)

font `string` or `array`

Font used throughout the letter.

Keep in mind that some fonts may not be ideal for automated letter processing software and [OCR](#) may fail.

Default: "*Source Sans Pro*"

body `content` or `none`

The content of the letter

letter-generic

This function takes your whole document as its *body* and formats it as a simple letter.

Parameters

```
letter-generic(  
  format: string ,  
  header: content none ,  
  footer: content none ,  
  folding-marks: boolean ,  
  hole-mark: boolean ,  
  address-box: content none ,  
  information-box: content none ,  
  reference-signs: array none ,  
  page-numbering: string function none ,  
  margin: dictionary ,  
  body: content none  
) -> content
```

format `string`

The format of the letter, which decides the position of the folding marks and the size of the header.

Format	Folding marks	Header size
DIN-5008-A	87mm, 192mm	27mm
DIN-5008-B	105mm, 210mm	45mm

Default: `"DIN-5008-B"`

header `content` or `none`

The header that will be displayed at the top of the first page.

Default: `none`

footer `content` or `none`

The footer that will be displayed at the bottom of the first page. It automatically grows upwards depending on its body. Make sure to leave enough space in the page margins.

Default: `none`

folding-marks `boolean`

The folding marks that will be displayed at the left margin.

Default: `true`

hole-mark `boolean`

The hole mark that will be displayed at the left margin.

Default: `true`

address-box `content` or `none`

The address box that will be displayed below the header on the left.

Default: `none`

information-box `content` or `none`

The information box that will be displayed below below the header on the right.

Default: `none`

reference-signs `array` or `none`

The reference signs that will be displayed below below the the address box. The array has to be a collection of tuples with 2 content elements.

Example:

```
(
  ([Foo], [bar]),
  ([Hello], [World]),
)
```

Default: `none`

page-numbering `string` or `function` or `none`

Defines the format of the page numbers.

Type	Description
string	A numbering pattern as specified by the official documentation of the numbering function.
function	A function that returns the page number for each page. Parameters: <ul style="list-style-type: none"> • current-page (integer) • page-count (integer) Return type: <code>content</code>
none	Disable page numbering.

Default: `(current-page, page-count) => {`
`"Page " + str(current-page) + " of " + str(page-count)`
`}`

margin `dictionary`

The margin of the letter.

The dictionary can contain the following fields: *left*, *right*, *top*, *bottom*.

Missing fields will be set to the default. Note: There is no *rest* field.

Default: (

left: 25mm,

right: 20mm,

top: 20mm,

bottom: 20mm,

)

body `content` or `none`

The content of the letter

header-simple

Creates a simple header with a name, an address and extra information.

Parameters

```
header-simple(  
  name: content none ,  
  address: content none ,  
  extra: content none  
)
```

name *content* or *none*

Name of the sender

address *content* or *none*

Address of the sender

extra *content* or *none*

Extra information about the sender

Default: *none*

sender-box

Creates a simple sender box with a name and an address.

Parameters

```
sender-box(  
  name: content none ,  
  address: content none  
)
```

name `content` or `none`

Name of the sender

Default: `none`

address `content` or `none`

Address of the sender

annotations-box

Creates a simple annotations box.

Parameters

`annotations-box`(content: `content` `none`)

content `content` or `none`

The content

recipient-box

Creates a simple recipient box.

Parameters

`recipient-box`(content: `content` `none`)

content `content` or `none`

The content

address-duobox

Creates a simple address box with 2 fields.

The width is is determined automatically. Row heights:

sender 17.7mm
recipient 27.3mm

See also: *address-tribox*

Parameters

```
address-duobox(  
  sender: content none ,  
  recipient: content none  
)
```

sender `content` or `none`

The sender box

recipient `content` or `none`

The recipient box

address-tribox

Creates a simple address box with 3 fields and optional repartitioning for a stamp.

The width is is determined automatically. Row heights:

Without stamp	With stamp
sender 5mm	sender 5mm
annotations 12.7mm	stamp + annotations 21.16mm
recipient 27.3mm	recipient 18.84mm

See also: [address-duobox](#)

Parameters

```
address-tribox(  
  sender: content none ,  
  annotations: content none ,  
  recipient: content none ,  
  stamp: boolean  
)
```

sender `content` or `none`

The sender box

annotations `content` or `none`

The annotations box

recipient `content` or `none`

The recipient box

stamp `boolean`

Enable stamp repartitioning. If enabled, the annotations box and the recipient box divider is moved 8.46mm (about 2 lines) down.

Default: `false`