



School of Electrical & Electronic Engineering

September 30, 2016

L^AT_EX Users of EEE
School of EEE
Nanyang Technological University
Nanyang Avenue
Singapore 639798

Dear Colleagues,

On 15 June 2005, the General Office of the School of Electrical & Electronic Engineering, working with Corporate Communication, sent out MS Word templates for EEE letterhead and fax transmission form.

I prefer to typeset my letters using the L^AT_EX package. Therefore, I have prepared a L^AT_EX style file which produces EEE letterhead almost identical to the official template for my own use.

The letter you are reading now is typeset with the style file using the `letter` environment. The L^AT_EX source for this letter is shown next page.

If you find this useful, the `eletter2.cls` style file can be downloaded from <http://www.ntu.edu.sg/home/ekvling/latex>. You would also need the `fancyhdr.sty` and the `pdfLATEX` which would produce PDF documents from L^AT_EX source.

Yours sincerely,

K.V. Ling

```

\documentclass[12pt,a4paper]{neweletter}

\signature{K.V. Ling}
\date{\today}

\begin{document}

\begin{letter}{
\LaTeX\ Users of EEE\
School of EEE \
Nanyang Technological University \
Nanyang Avenue \
Singapore 639798}

\opening{Dear Colleagues,}

\medskip

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downloaded from \
{\tt http://www.ntu.edu.sg/home/ekvling/latex}. You would also
need the {\tt fancyhdr.sty} and the pdf\LaTeX\ which would produce
PDF documents from \LaTeX\ source.

\closing{Yours sincerely,}

\end{letter}

\end{document}

```