

---

Prof. Dr. Michael Kohlhase, Jacobs Univ., 28759 Bremen, Germany

---

Prof. Dr. Michael Kohlhase  
Professor for Computer Science

Campus Ring 1  
D-28759 Bremen, Germany

Tel: +49 421 200-3140  
Fax: +49 421 200-493140

m.kohlhase@jacobs-  
university.de

The L<sup>A</sup>T<sub>E</sub>X community  
Jacobs University  
Bremen, Germany

---

Bremen, 10. Februar 2015

Dear Colleagues,

For years, I have been using the L<sup>A</sup>T<sub>E</sub>X system for all my academic writing needs. Although one can in principle write letters in other systems like OpenOffice, the results are typographically less pleasing, and I would have to change my workflow — losing efficiency. I have been using my own faked Jacobs letterhead based on the standard `dinbrief` class for years so I sat down and generalized this to a document class so I can share it with you.

## How To Write a Jacobs Letter

Writing a L<sup>A</sup>T<sub>E</sub>X letter with Jacobs letterhead is very simple now. Just start your document using the following template

```
\documentclass[12pt]{jacobsletter}
\usepackage{<config>}
\begin{document}
\begin{letter}{<to-address>}
\opening{Dear friend,}
<your text here>
\closing{best,}
\end{letter}
```

**Configuration:** This presupposes that you have also created a private configuration file `<config>.sty` in a place where L<sup>A</sup>T<sub>E</sub>X can find it. For me this configuration file is called `mikohead.sty` and has the following form:

```
\title{Prof.~Dr.}
\firstname{Michael}
\lastname{Kohlhase}
%\middlename{} I do not have one
\extension{3140}
\fax{3103} % if you do not supply this, then the Expression Fax is used.
\jobtitle{Professor for Computer Science}
\email{m.kohlhase}
```

Of course you can still use all the infrastructure from the underlying `dinbrief` class; see the documentation at <http://www.ctan.org/tex-archive/help/Catalogue/entries/dinbrief.html>.

**Signatures:** I have added one command that I find quite convenient: you can replace the last but one line in the template above with

```
\sign{best,}
```

to be able to have a letter that prints with your signature. Of course you have to have scanned your signature into a file that  $\text{\LaTeX}$  accepts (png or pdf for pdf $\text{\LaTeX}$  or eps for  $\text{\LaTeX}$ ) — mine is called `mikosig` and has permissions so that only I can read it. Furthermore you need to extend the configuration file with a line like the one below and put the file where  $\text{\LaTeX}$  can find it.

```
\signaturepicture{mikosig}
```

**Additional Functionality:** If you want to add the IUB/Jacobs changeover sticker, you can just add the class option `sticker`, and if you do not want to have the footer line (which usually only admin letters have to have), you add the option `noadminline`, so your document class declaration would be:

```
\documentclass[12pt,noadminline,sticker]{jacobsletter}
```

You can use any options that the `dinbrief` class takes, they are just passed through and retain their meaning.

Finally, I have added the commands `\section` and `\paragraph` that give a (non-numbered; that is inappropriate for letters I think) notion of sectioning that can be used to structure your thoughts in longer letters.

## Licensing, Availability, and Support

If you have any questions, please look at the source file of this letter, or contact me. Any suggestions or criticisms would be very welcome. The development version of the class and examples can be found at <https://svn.kwarc.info/repos/kwarc/doc/macros/jacobsletter/> (if you — like I do — have your  $\text{\LaTeX}$  sources under subversion control, then you could just link this URL in as an external).

The `jacobsletter` class is distributed under the terms of the LaTeX Project Public License, which means that you are free to make derivative versions and distribute them, but if you do, you have to give it a different name.

best,

A handwritten signature in blue ink, appearing to read 'Michael Kohlhasse', written in a cursive style.

Prof. Dr. Michael Kohlhasse