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LaTeX & TeX Users
Department of Informatics
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Dear Colleagues,

This is a sample letter written with the new style file entitled “diletter.sty”. This style file can be used as a $package$ with the LaTeX 2_εdistributions (used in the departmental Unix cluster) as well as those used in contemporary Linux distributions.

In order to use this style-file, you want to include “diAthina.ps” into the directory containing the “diletter.sty” file. The “diAthina.ps” post/ghost-script file depicts Athena-The-Goddess, the official logo of the University.

The intuitive user-invoked commands included in the package are:

1. *myname*{}*:* The first and last name of the writer.
2. *myemail*{}*:* The writer’s e-mail address. Optional use.
3. *myweb*{}*:* The writer’s web-site. Optional use.
4. *mytitle*{}*:* The “official” title of the letter-writer (e.g., Ms., Mr., Dr., Prof., etc.). It can remain empty.
5. *myrank*{}*:* The rank of the writer (e.g., Lecturer, Professors, etc.). Optional use.
6. *todayis*{}*:* The date can be redefined with this command; the default is today’s date.
7. *mydepart*{}*:* Set the department’s name (if other than the Department of Informatics and Telecommunications).
8. *myphone*{}*:* The telephone number of the sender. Optional use.
9. *myfax*{}*:* The FAX number of the writer. Optional use.

10. *mycountry*{}*:* If set to “Greece”, the country name will appear at the end of the address. Recommended for letters going outside of the country.

11. *recipient*{}*:* The name and the address if the recipient; if necessary, lines must be separated with two \\.

12. *myopening*{}*:* This contains the opening statement of the letter.

13. *myclosing*{}*:* The closing (if other than “Sincerely”).

14. *myenclosures*{}*:* Indication of whether there are enclosed documents. State the documents, if there are any.

15. *myCCparties*{}*:* Define the parties to whom the letter has been carbon copied. Optional use.

16. *mypostscript*{}*:* Indicate any postscript for the letter; rarely used.

17. *mydoublespace:* Use this command in the body of the letter should you want to spread out the text.

Hope you find this style useful in your letter writing. If you want the file modified, feel free to e-mail me your suggestions.

Yours,

Alex Delis

CC: Students, Adjuncts, and Associates.
Encl: Nothing enclosed with this letter.

PS: This is FYI.