university of groningen / faculty of arts / humanities computing

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Jill Smith
Computer & Language, Ltd.
Highstreet 1
London

Your letter of	Your reference	Our reference	Date
November 31, 1999	12-ASN	AI-NLP	October 7, 1999

Re: What's it all about

Dear Ms Smith,

This document serves both as a demonstration and as documentation for the LaTeX 2_ε document class `aibrief2`. This document class is to be used by anyone who is writing official letters in their function as staff members of the *Alfa-informatica* department.

This class `aibrief2` is an extension of the NTG class `brief` made by Victor Eijkhout. You should consult `briefdoc.tex` for additional information about the use of options not described in the current text.

The class `aibrief2` provides the official RuG letterhead. Name and address information of the *Alfa-informatica* department are provided. Therefor you should not use the `\maakbriefhoofd{}{}` command of the `brief` document class.

The following options can be used to modify the lay-out:

language options There are language options for Dutch, English, German, and French. This option influences short captions such as date, and translations for letterhead and country. Dutch is the default.
`kleur` Letterhead will be printed in red.
`clcg` Use department name *CLCG*.
`cl` Use department name *computational linguistics*.

Two header commands complement the default address information:

`\telefoon{}` Specify the four digit telephone number of your office. If this option is omitted, the secretary phone number will be used.
`\email{}` This command is also optional.

Make sure to provide a date. Otherwise, LaTeX will provide it for you, and the date will change with the day the document is processed.

Web	Motto
http://www.let.rug.nl/alfa/	Linux liberates!

To
Jill Smith

Date
October 7, 1999

Page
2

The rest of this document is just filling to demonstrate how the letterhead on the first page differs from the letterhead of additional pages. It contains no useful information.

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Yours sincerely,

Peter Jones
LaTeX 2_ε management

Th. Jones
The other one

Enclosures: photograph, yellow ribbon

cc: C. Jones, J. Jones