

How can I write letters in LaTeX?

How can I write letters in LaTeX?

It is easy to write professional-looking letters using LaTeX. Here's the basic template:

```
\documentclass{letter}
\signature{James Tetazoo}
\address{3 Ames Street\\Cambridge, MA\\02139}
\begin{document}
  \begin{letter}{Jack Florey\\
5 East Street\\
New York City, NY\\
12345}

  \opening{Dear Jack,}

  body of letter here..

  \closing{Sincerely,}

  \end{letter}
\end{document}
```

`\address` defines what will be printed as your return address; `\\` is used to separate lines. The address of the recipient is specified in the braces right after `\begin{letter}`.

If you want to have a "Cc" list at the bottom of your letter, this is easily done. Just put

```
\cc{person1\\person2\\person3}
```

after the `\closing{}`; there can be as many cc'd people as you want.