

tfbrief – A L^AT_EX Document Class for Letters*

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Abstract

tfbrief is a document class for letters. It was originally designed for letters in the German *sprachraum*, which are printed on A4 paper (DIN EN ISO 216). The document class contains all essential features to write letters in a private-to-business or business-to-business correspondence.

1 Introduction

In Germany, the design of business letters is specified by two DIN standards. DIN 676 regulates the overall structure of the letter including header and footer. DIN 5008 defines the ‘inner’ structure of the letter regarding the format and layout of the text body. **tfbrief** as documented in this manual does not follow the above standards exactly, but inherits most of their features.

As a L^AT_EX document class, **tfbrief** follows the separation of layout and content. Writing letters in **tfbrief** thus consists of two phases. First, the user specifies all meta information (most importantly, sender and receiver addresses) in the L^AT_EX document’s header (before `\begin{document}`). Second, in the document itself, only a single environment (`letter`) is used for the text body. Optionally, a list of attachments to the letter can be specified.

Figure 1 (p. 8) shows an example how letters look like when set with L^AT_EX and **tfbrief**.

2 Specifying Meta Information

In the following list, all possible meta information fields are summarized. These commands are indented to be written before the document’s `\begin{document}` command.

Some fields are mandatory (e. g. the receiver’s address), other fields are optional and will be marked by the symbol ‘◦’. If no text for an optional field is specified, **tfbrief** may insert a default value instead.

fromname Name of the sender. An optional parameter may specify a short version of the name.

Example: `\fromname[E. Goldstein]{Emanuel Goldstein}`

*This manual is written for **tfbrief** designated as ‘2009/08/10 TF-Brief’. Commands and options may differ in older or newer versions.

fromdegreepre^o Academic degree that is written before the name. To have a different academic degree at your name at the letter's bottom opposed to the degree used in the sender field at the first page's top, use an optional parameter.

Example: `\fromdegreepre[Dr.]{Dr.~med.}`

fromdegreepost^o Academic degree that is written after the name. Between the name and the degree a colon will be put automatically. To have a different academic degree at your name at the letter's bottom opposed to the degree used in the sender field at the first page's top, use an optional parameter.

Example: `\fromdegreepost{M.},D.}`

fromstreet Street of the sender, including number. Again, an optional parameter may specify a short version.

Example: `\fromstreet[Platz. d. dt. Einheit 5a]{Platz der deutschen Einheit 5a\\Raum A.502}`

fromcity City of the sender.

Example: `\fromcity[B-Neuk{"o}lln]{Berlin-Neuk{"o}lln}`

fromcitycode^o Postal code of the sender's location. Optional for countries without postal codes (e.g. Republic of Ireland).

Example: `\fromcitycode{10352}`

fromcitycc^o Country code of the sender's location. May be deprecated in some countries.

Example: `\fromcitycc{D}`

fromcountry^o Name of the country the sender is located in.

Example: `\fromcountry{Germany}`

fromphone^o The sender's phone number. May have an optional parameter to change the prepended label.

Example: `\fromphone{0\,30\,/\,5\,14\,35-156}`

fromfax^o The sender's fax number. May have an optional parameter to change the prepended label.

Example: `\fromfax{0\,30\,/\,5\,14\,35-151}`

frommobile^o The sender's mobile number. May have an optional parameter to change the prepended label.

Example: `\frommobile{01\,72\,/\,78\,65\,34\,12}`

fromemail^o The sender's email address. May have an optional parameter to change the prepended label.

Example: `\fromemail{emanuel.goldstein@example.com}`

fromwww^o The sender's WWW address. May have an optional parameter to change the prepended label.

Example: `\fromwww{http://www.example.com}`

ourref° A number the sender assigns to this letter allowing the receiver to refer to this letter in a later answer. May have an optional parameter to change the prepended label.

Example: `\ourref[serial number]{S/N 509307-A0}`

toname Name of the receiver.

Example: `\toname{Bundesamt f{"u}r`

`Fr{"u}hst{"u}cksflocken\z.\,H. Frau Mahlzahn}`

tostreet Street of the receiver, including number.

Example: `\tostreet{An der Spree 3}`

tocity City of the receiver.

Example: `\tocity{Berlin}`

tocitycode° Postal code of the receiver's location. Optional for countries without postal codes (e. g. Republic of Ireland).

Example: `\tocitycode{10176}`

tocitycc° Country code of the receiver's location. May be deprecated in some countries. Use either this field or `\tocountry`.

Example: `\tocitycc{D}`

tocountry° Name of the country the receiver is located in. Use either this field or `\tocitycc`.

Example: `\tocountry{Germany}`

tofax° The receiver's fax number. Will be printed in a box below the postal address. For best visual results, do not use this field in conjunction with `\toemail`.

Example: `\tofax{0\,30\,\,4\,22\,05-114}`

toemail° The receiver's email address. Will be printed in a box below the postal address. For best visual results, do not use this field in conjunction with `\tofax`.

Example: `\toemail{sales@aol.com}`

yourref° A number the receiver assigned to a letter previously sent to this letter's sender. May have an optional parameter to change the prepended label.

Example: `\yourref[customer number]{ATV-2008352}`

subject Short description of the letter's content.

Example: `\subject{Untersuchung von`

`Fr{"u}hst{"u}cksflocken\`

`Aktenzeichen: 58636-AZG -- HA\,3\Bearbeiter: Frau Mahlzahn}`

date Date when the letter was officially written.

Example: `\date{15. Februar 2007}`

greeting° Greeting at the beginning of the letter.

Example: `\greeting{Sehr geehrte Frau Mahlzahn,}`

leave° Farewell at the end of the letter.

Example: `\leave{Hochachtungsvoll,}`

signature° Place a scan of your signature here if you do not sign the letter by hand (e. g. if you send it by email).

Example: `\signature{\includegraphics[height=3em]{mysig}}`

logo° Corporate identity logo. Place either text or a graphics here.

Example: `\logo{\Huge\LaTeX}`

footer° Text block at the bottom of the first page, printed in a small, narrow font. Used e. g. for account information or other details. Command may have an optional parameter to specify the footer's height; the default value is 1cm.

Example:

```
\footer{
\protect\begin{tabular}{@{}l@{\hspace*{1cm}}l}
Kontonummer & 123 456 789 &
    Gesch{"a}ftsf{"u}hrer & Herr Dr. Kl{"o}bner \\
Bankleitzahl & 987 654 321 00 &
    Gerichtsstand & Cayman-Inseln
\protect\end{tabular}
}
```

In this example, `\protect` is used to protect the `tabular` environment commands. In the table's column parameter, `@{}` removes the table's left margin, so that the table's content starts aligned to the letter's text.

In some cases (e. g. when using multiline street names), computing the width of the box containing the sender's meta data may fail resulting in a corrupted page layout. You may provide a hint on the box's width using the `\fromwidth` command. In the following example, simply insert a text string which is used to evaluate the correct width:

```
\settowidth{\fromwidth}{Platz der deutschen Einheit 5a}
```

In the following L^AT_EX source code, a complete example of a header is given.

```
\settowidth{\fromwidth}{Platz der deutschen Einheit 5a}

\fromname{Emanuel Goldstein}
\fromdegreepre[Dr.]{Dr. med.}
\fromdegreepost[M.\,D.]{ }
\fromstreet[Platz. d. dt. Einheit 5a]{Platz der deutschen
    Einheit 5a\\Raum A.502}
\fromcity[B-Neuk{"o}lln]{Berlin-Neuk{"o}lln}
\fromcitycode{10352}
\fromcitycc{D}
\fromcountry{Germany}
\fromphone{0\,30\,/\,5\,14\,35-156}
\fromfax{0\,30\,/\,5\,14\,35-151}
```

```

\frommobile{01\,72\,/\,78\,65\,34\,12}
\fromemail{emanuel.goldstein@example.com}
\fromwww{http://www.example.com}
\ourref{ATV-2008352}

\toname{Bundesamt f{"u}r Fr{"u}hst{"u}cksflocken\
z.\,H. Frau Mahlzahn}
\toastreet{An der Spree 3}
\tocity{Berlin}
\tocitycode{10176}
\tocitycc{D}
\tocountry{Germany}
\tofax{0\,30\,/\,4\,22\,05-114}
\yourref{58636-AZG -- HA\,3}

\date{15. Februar 2007}
\subject{Untersuchung von Fr{"u}hst{"u}cksflocken\
Aktenzeichen: 58636-AZG -- HA\,3\
Bearbeiter: Frau Mahlzahn}
\greeting{Sehr geehrte Frau Mahlzahn,}
\leave{Hochachtungsvoll,}
\logo{\Huge\LaTeX}

```

3 A Letter's Text Body

Once a valid header including all required meta data is specified, the main text body may be written. As mentioned above, \LaTeX and `tfbrief` take care of laying out the letter, so only a single environment (`letter`) within the document's body is sufficient as shown in the following example:

```

\begin{document}
\begin{letter}
anbei erhalten Sie wie im Schreiben vom 21.02.2007 angefragt
die bisherigen Unter\suchungs\ergebnisse f{"u}r die
Fr{"u}hst{"u}cksflocken der Marke \glqq{}Roter Morgen\grqq,
hergestellt von den \glqq{}Nahrungs\mittel\werke Ernst
Mosch\grqq{} in Castrup-Brauxel.

Nach den bisherigen Ergebnissen k{"o}nnen die
Fr{"u}hst{"u}cksflocken nicht f{"u}r den Verzehr empfohlen
werden. Die untersuchten Proben weisen einen Knusprigkeitsgrad
von 1,7\,k auf und liegen damit unter dem gesetzlichen
Grenzwert von 3,2\,k.

Ich hoffe, diese Informationen sind Ihnen f{"u}r Ihre Arbeit
behilflich.
\end{letter}
\end{document}

```

If a list of documents is attached to a print-out of this letter, this list can be specified in a special list environment. This list environment has to be placed between the end of the `letter` environment and the end of the `document` environment.

```
[...]
\end{letter}

\begin{attachment}
\item Vorl{"a}ufige Untersuchungsergebnisse
      (mit Durchschlag auf blauem Papier)
\end{attachment}

\end{document}
```

The attachment environment may have an optional parameter to replace the standard label ('attachment' in English, 'Anlagen' in German).

```
[...]
\begin{attachment}[For further information see]
[...]
```

4 Class Options

Document class `tfbrief` is derived from `scrartcl` and thus supports all options from this class. By default, options `a4paper` and `12pt` are passed to `scrartcl`. `tfbrief` itself offers the following options:

english The option `english` changes all German text strings (which are used by default) to their English counterparts. The following non-complete list gives some examples:

German	English
Telefon	phone
per FAX an	sent via FAX to
Mit freundlichen Grüßen	Sincerely

spanish This option uses Spanish text strings instead of their German counterparts. This translation was provided by Martin van Driel¹.

swedish This option uses Swedish text strings instead of their German counterparts.

nofoldingmark Do not print folding marks on the first page's left side.

fromheadernarrow Using option `fromheadernarrow`, the letter's from header (your own address and contact data) will be set more narrow, but consumes more vertical space. In the following example, the left side represents the standard variant (without this option), the the right side shows the case where the option is set.

¹martin@vandriel.de

<i>E-Mail</i> info@example.com <i>Telefon</i> 01 72 / 78 65 34 12
--

<i>E-Mail</i> info@example.com <i>Telefon</i> 01 72 / 78 65 34 12
--

5 Dependencies

tfbrief relies the following packages to build proper documents: `vmargin`, `ifthen`, `textcase`, `microtype`, `fixltx2e`, `mparhack`, `ragged2e`.

These packages are usually installed on a full TDS-compliant system. All packages except for the first three may be removed from tfbrief's source code if not available on your system.

6 A Complete Example

Here, a complete example including an image (see Fig. 1) of the final output is provided.

```
\documentclass{tfbrief}
\usepackage[german]{babel}

% set the width of the "from" column by using the width of
% a given text should only be necessary, if it cannot be
% automatically detected (e.g. with multiline fromstreet)
\settowidth{\fromwidth}{Platz der deutschen Einheit 5a}

\fromname{Emanuel Goldstein}
\fromdegreepre[Dr.]{Dr. med.}
\fromdegreepost[M.\,D.]{ }
\fromstreet[Platz. d. dt. Einheit 5a]{Platz der deutschen
Einheit 5a\\Raum A.502}
\fromcity[B-Neuk{"o}lln]{Berlin-Neuk{"o}lln}
\fromcitycode{10352}
\fromcitycc{D}
\fromcountry{Germany}
\fromphone{0\,30\,/\,5\,14\,35-156}
\fromfax{0\,30\,/\,5\,14\,35-151}
\frommobile{01\,72\,/\,78\,65\,34\,12}
\fromemail{emanuel.goldstein@example.com}
\fromwww{http://www.example.com}
\ourref{ATV-2008352}

\toname{Bundesamt f{"u}r Fr{"u}hst{"u}cksflocken\\
z.\,H. Frau Mahlzahn}
\toastreet{An der Spree 3}
\tocity{Berlin}
\tocitycode{10176}
\tocitycc{D}
\tocountry{Germany}
```

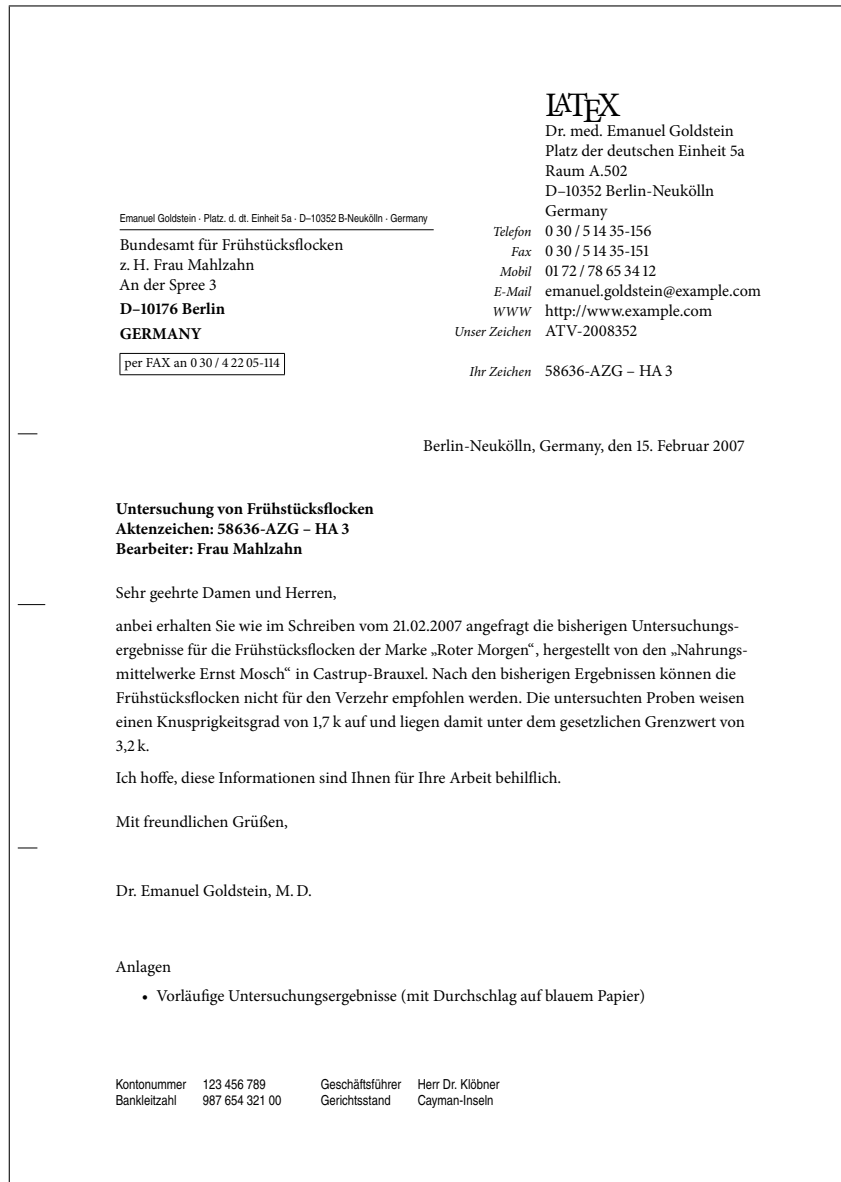


Figure 1: Output of the example letter.

```

\tofax{0\,30\,/,\,4\,22\,05-114}
\yourref{58636-AZG -- HA\,3}

\date{15. Februar 2007}
\subject{Untersuchung von Fr{"u}hst{"u}cksflocken\
        Aktenzeichen: 58636-AZG -- HA\,3\
        Bearbeiter: Frau Mahlzahn}
\greeting{Sehr geehrte Frau Mahlzahn,}
\leave{Hochachtungsvoll,}
\logo{\Huge\LaTeX}

\begin{document}
\begin{letter}
anbei erhalten Sie wie im Schreiben vom 21.02.2007 angefragt
die bisherigen Unter\suchungs\-ergebnisse f{"u}r die
Fr{"u}hst{"u}cksflocken der Marke \glqq{}Roter Morgen\grqq,
hergestellt von den \glqq{}Nahrungs\_-mittel\_-werke Ernst
Mosch\grqq{} in Castrup-Brauxel.

Nach den bisherigen Ergebnissen k{"o}nnen die
Fr{"u}hst{"u}cksflocken nicht f{"u}r den Verzehr empfohlen
werden. Die untersuchten Proben weisen einen Knusprigkeitsgrad
von 1,7\,k auf und liegen damit unter dem gesetzlichen Grenzwert
von 3,2\,k.

Ich hoffe, diese Informationen sind Ihnen f{"u}r Ihre Arbeit
behilflich.

\end{letter}

% if you like to have the attachment closer to the page bottom,
% enlarge the current page
\enlargethispage{1cm}

\begin{attachment}
\item Vorl{"a}ufige Untersuchungsergebnisse (mit Durchschlag
        auf blauem Papier)
\end{attachment}

\end{document}

```