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Mr. Lance Carnes

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Dear Lance:

Here's a setup for a business or personal letter that produces a letterhead and the addressee's information on the letter. This allows the sender to use envelopes with windows to avoid separately addressing envelopes. I usually print a dozen or so of these envelopes with my return address in advance.

Vertical spacing of addresses and other features is controlled by the `\blank[.]` command. I experiment with this depending on the number of lines in the address or where I want to place horizontal lines.

I'll jump to a new page to illustrate the footer for the second and subsequent pages.

There is no footer on the first page and no page number. Many letters are only one page long. But on those with two or more pages, it is useful to have page numbers and other identifying information.

Very truly yours,

[signature space]

Joe Hogg