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Prof. Earnest P. Silon  
Dept of Mathematics  
University of Netherfield  
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Ref: MIIT/2013/17A

18th September 2013

Dear Earnest,

**Departmental L<sup>A</sup>T<sub>E</sub>X Letter Class similar to Word Version**

This is a new letter class based on the standard L<sup>A</sup>T<sub>E</sub>X letter class.

The university has specifically chosen a commercial font, Foundry Sterling Book, for the header and footer text on official documents. The original font is a truetype font and has been specifically installed on the departmental Linux systems for use with this new class.

Note the font works with PDFL<sup>A</sup>T<sub>E</sub>X (or XeL<sup>A</sup>T<sub>E</sub>X) but not ordinary L<sup>A</sup>T<sub>E</sub>X!

This example tex file contains comments explaining the options/commands.

Yours sincerely

Frank R. Action  
Head of Sums