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 BG 12-819
 DJ/hab

The DTU letter class is build on the extensive Memoir class by Peter Wilson. The class requires the following packages: placeins, xcolor, calc, graphicx, hyperref, and ifthen. The class uses several options to define the different values of the letter head and foot. All options are activated using the `\dtuletterconfig` command in the preamble, e.g.:

```
\dtuletterconfig{
lang = danish,
department = elektro}
```

The following table describes the options available. Please note that if you need to write a comma in the text for an option you need to enclose the text in curly braces, ie. `author = {tps, als}`.

Option	Description	Default Value
<code>lang</code>	Sets the language for the letter (department name, footer field names, etc.). (danish, english)	<code>danish</code>
<code>department</code>	Specify the department. This selects the correct department logo and text. Possible values are: aqua, byg, compute, elektro, energikonvertering, fotonik, fysik, food, kemi, kemiteknik, management, mekanik, miljo, nanotek, space, systembiologi, transport, veterinaerinstitutet, vindenergi.	<code>admin</code>
<code>stationery</code>	If you are printing on stationery paper you should specify this option (true, false)	<code>false</code>

config	Specify a configuration file, ie. specifying <i>user</i> will load the file <code>dtu_letter_user.cfg</code> if available in the \LaTeX search directories or the folder containing the letter. The configuration file could contain the <code>\dtuletterconfig</code> command with your default values.	empty
T0-name	The receiver name.	empty
T0-address	The receiver address	empty
T0-zipcity	The receiver zip and city (divided by a space)	empty
T0-country	The receiver country	empty
T0-att	The attention text	empty
date	The date text.	<code>\today</code>
docID	Document ID	empty
author	Document author	empty
DK-department	Danish department name used in the footer (you should not need to set this)	Set by department
UK-department	English department name used in the footer (you should not need to set this)	Set by department
DK-building	Building number for the Danish from address	empty
UK-building	Building number for the English from address	empty
DK-street	Street name for the Danish from address	empty
UK-street	Street name for the English from address	empty
DK-zipcity	Zip and city for the Danish from address	empty
UK-zipcity	Zip and city for the English from address	empty
phone	Phone number	empty
fax	FAX number.	empty
email	Email address	empty
webpage	Webpage for the footer (ie. <code>www.dtu.dk</code>)	empty
cvr	The DTU VAT number	DK 30 06 09 46
phone-direct	Direct phone number	empty
DK-lang-cvr	Word printed before the VAT number (Danish)	CVR-nr.
DK-lang-phone	Word printed before the phone number (Danish)	Tlf

DK-lang-phone-direct	Word printed before the direct phone number (Danish)	Dir
DK-lang-fax	Word printed before the fax number (Danish)	Fax
DK-lang-att	Word printed before the attention text (Danish)	Att.
DK-lang-building	Word printed before the building text (Danish)	Bygning
UK-lang-dtu	Official DTU name	Danmarks Tekniske Universitet
UK-lang-cvr	Word printed before the VAT number (English)	VAT no.
UK-lang-phone	Word printed before the phone number (English)	Tel
UK-lang-phone-direct	Word printed before the direct phone number (English)	Dir
UK-lang-fax	Word printed before the fax number (English)	Fax
UK-lang-att	Word printed before the attention text (English)	Att.
UK-lang-building	Word printed before the building text (English)	Building
UK-lang-dtu	Official DTU name	Technical University of Denmark
