The `fullblck` package[*]

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Abstract

This article describes the `fullblck` package which modifies the `letter` class to use a full block layout. Specifically, this means that the return address, date and closing will be set at the left margin.

1 Introduction

In the US, there are three common layouts used for business letters. LaTeX2e's `letter` class implements the indented layout. This package modifies LaTeX2e's `letter` class to set the letter in the fullblock layout. No attempt is made to support the semi-block layout.

2 How to use the package

Add `\usepackage{fullblck}` to the preamble of your letter. No options are required or supported, and no new commands are defined.

3 The implementation

First, the basic boilerplate for a STY file:

```
1 ⟨*package⟩
2 \NeedsTeXFormat{LaTeX2e}[1996/06/01]
3 \ProvidesPackage{fullblck}
4   [1998/11/17 v1.1 JHCloos FullBlock Style for Letters]
```

Now we set the `\longindentation` to zero; this puts the closing at the left margin.

```
5 \longindentation=0pt%
```

Finally we redefine `\opening` to just dump the return address and date at the left margin in `\raggedright` mode.

```
6 \renewcommand*{\opening}[1]{\ifx\@empty\fromaddress
7   \thispagestyle{firstpage}%
8     {\raggedright\@date\par}%
9   \else  % home address
```

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[*]This file has version number 1.03, last revised 1999/May/25.

```
10      \thispagestyle{empty}%
11      {\raggedright\ignorespaces
12        \fromaddress \\*[2\parskip]%
13        \@date \par}%
14    \fi
15    \vspace{2\parskip}%
16    {\raggedright \toname \\ \toaddress \par}%
17    \vspace{2\parskip}%
18    #1\par\nobreak}
19 ⟨/package⟩
```