Department of Physics

College of Letters and Science
Montana State University - Bozeman
P.O.Box 173840
Bozeman, MT 59717-3840

Mr M Weber
Telephone 406-994-7375
FAX 406-994-4452
Email weber@physics.montana.edu
http://solar.physics.montana.edu/weber/

October 20, 1999

Mr. or Ms. Addressee
Institution name
Street address
City, STATE Zip-code

To whom it may concern,

This is a sample letter to demonstrate the use of this template. Most of the other fields are explained in comments elsewhere, and most people understand what the body of a letter contains, so there isn't much information that needs to be presented here. Nevertheless, this text needs to be long enough to wrap onto the next page in order to illustrate the secondary header format, so here is an English translation (by the Nālandā Translation Committee) of the Heart Sutra, which has been described as one of the most important of Buddhist Mahayana sutras.

> Thus have I heard. Once the Blessed One was dwelling in Rājagriha at Vulture Peak mountain, together with a great gathering of the saṅga of monks and a great gathering of the saṅga of bodhisattvas. At that time the Blessed One entered the samādhi that expresses the dharma called "profound illumination", and at the same time the noble Avalokiteshvara, the bodhisattva mahāsattva, while practicing the profound prajñāpāramitā, saw in this way: he saw the five skandhas to be empty of nature.
>
> Then through the power of the Buddha, venerable Shāriputra said to noble Avalokiteshvara, the bodhisattva mahāsattva, "How should a son or daughter of noble family train, who wishes to practice the profound prajñāpāramitā?"
>
> Addressed in this way, noble Avalokiteshvara, the bodhisattva mahāsattva, said to venerable Shāriputra, "O Shāriputra, a son or daughter of noble family who wishes to practice the profound prajñāpāramitā should see in this way: seeing the five skandhas to be empty of nature. Form is emptiness; emptiness also is form. Emptiness is no other than form; form is no other than emptiness. In the same way, feeling, perception, formation, and consciousness are emptiness. Thus, Shāriputra, all dharmas are emptiness. There are no characteristics. There is no birth and no cessation. There is no impurity and no purity. There is no decrease and no increase. Therefore, Shāriputra, in emptiness, there is no form, no feeling, no perception, no formation, no consciousness; no eye, no ear, no nose, no tongue, no body, no mind; no appearance, no sound, no smell, no taste, no touch, no dharmas; no eye dhātu up to no mind dhātu, no dhātu of dharmas, no mind consciousness dhātu; no ignorance, no end of ignorance up to no old age and death, no end of old age and death; no suffering, no origin of suffering, no cessation of suffering, no path, no wisdom, no attainment, and no non-attainment. Therefore, Shāriputra, since the bodhisattvas have no attainment, they abide by means of prajñāpāramitā. Since there is no obscuration of mind, there is no fear. They transcend falsity and attain complete nirvāṇa. All the buddhas of the three times, by means of prajñāpāramitā, fully awaken to unsurpassable, true, complete

enlightenment. Therefore, the great mantra of prajñāpāramitā, the mantra of great insight, the unsurpassed mantra, the unequaled mantra, the mantra that calms all suffering, should be known as truth, since there is no deception. The prajñāpāramitā mantra is said in this way:

OṂ GATE GATE PĀRAGATE PĀRASAṂ GATE BODHI SVĀHĀ

Thus, Shāriputra, the bodhisattva mahāsattva should train in the profound prajñāpāramitā."

Then the Blessed One arose from that samādhi and praised noble Avalokiteshvara, the bodhisattva mahāsattva, saying, "Good, good, O son of noble family; thus it is, O son of noble family, thus it is. One should practice the profound prajñāpāramitā just as you have taught and all the tathāgatas will rejoice."

When the Blessed One had said this, venerable Shāriputra and noble Avalokiteshvara, the bodhisattva mahāsattva, that whole assembly and the whole with its gods, humans, asuras, and gandharvas rejoiced and praised the words of the Blessed One.

One may note that most of the standard LaTeX modifiers should be usable within the body of the letter.

Regards,

Mark Weber

cc: J. Someone
J. Someone Else

encl: Two (2) turtle doves
One (1) partridge in a pear tree

P.S. Do you suppose you might have a use for a postscript field at the end of your letter? It's easy to use if you decide you need it!