

# onlinebrief24

Francesco Luciano

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## Abstract

`onlinebrief24` is a LaTeX class for DIN 5008 type-B business letters calibrated for use with [onlinebrief24.de](https://www.onlinebrief24.de). It provides a plain letter layout, a modern variant with header and footer, an optional DIN-style information block, and a technical guides mode for layout inspection. [onlinebrief24.de](https://www.onlinebrief24.de) is a hybrid mail service for business customers: documents are submitted digitally, and the service handles printing, enveloping, franking, and postal delivery.

## 1 Status

The class is verified with pdfLaTeX, XeLaTeX, and LuaLaTeX. The supported and hardened use case is one letter per document. The package is aimed at German business letters and loads `babel` with `german` by default (configurable via the `lang=` class option).

## 2 Installation

Install via your TeX distribution's package manager:

```
tlmgr install onlinebrief24
```

Then load the class in your document:

```
\documentclass{onlinebrief24}
```

## 3 Engine Support

- pdfLaTeX: verified
- XeLaTeX: verified
- LuaLaTeX: verified

With pdfLaTeX the class uses `fontenc` and `tgheros` (TeX Gyre Heros). With XeLaTeX and LuaLaTeX it uses `fontspec`; Arial is preferred if installed, otherwise it falls back to TeX Gyre Heros.

The `modern` style additionally loads `sourcesanspro` and `fontawesome5` (for footer icons). Both packages are part of `texlive-fonts-extra`.

## 4 Minimal Example

```
\documentclass[basic,lang=english]{onlinebrief24}

\setreturnaddress{Jane Smith, 12 Oak Street, Bristol BS1 4DJ}
\setrecipient{
  Example Services Ltd. \\
  Mr. John Smith \\
  24 Market Road \\
  London SW1A 1AA
}
\setsubject{Subject}
\setplace{Bristol}
\setdate{\today}

\begin{document}
\begin{letter}{}
\opening{Dear Mr. Smith,}

This is a sample letter.

\closing{Kind regards}
\end{letter}
\end{document}
```

## 5 Options

| Option   | Meaning  |
|--|--|
| <code>basic</code>   | Plain layout without header and footer.  |
| <code>modern</code>  | Modern layout with header, footer, and accent color.   |
| <code>infoblock</code>   | Show a DIN-style information block in the upper-right header area. Only fields that are set are rendered.  |
| <code>guides</code>  | Technical overlay mode for checking the calibrated layout zones, fold marks, and text start area. This mode is for inspection, not final production output.  |
| <code>footercenter</code>  | Center the footer in modern mode.  |
| <code>blue, orange, green, red, purple, grey, burgundy, black</code> | Accent-color schemes for modern mode.  |
| <code>lang=<i>name</i></code>  | Document language passed to <code>babel</code> (default: <code>german</code> ). Any valid <code>babel</code> language name is accepted. The <code>infoblock</code> labels are localized for <code>german</code> , <code>ngerman</code> , <code>english</code> , <code>french</code> , <code>spanish</code> , <code>italian</code> , <code>dutch</code> , and <code>polish</code> . |

## 6 Main Commands

| Command                             | Purpose  |
|-------------------------------------|--|
| <code>\setreturnaddress{...}</code> | Mandatory one-line sender line for the address window.   |
| <code>\setrecipient{...}</code>     | Recipient block for the address window. Mandatory unless it is passed via <code>\begin{letter}{...}</code> . |

| Command                             | Purpose  |
|-------------------------------------|--|
| <code>\setsubject{...}</code>       | Subject line above the opening.                                    |
| <code>\setdate{...}</code>          | Date, defaulting to <code>\today</code> .                          |
| <code>\setplace{...}</code>         | Place printed before the date.                                     |
| <code>\encl{...}</code>             | Enclosures listed below the closing; standard KOMA-Script command. |
| <code>\setyourref{...}</code>       | Information-block field for the recipient's reference.             |
| <code>\setyourmessage{...}</code>   | Information-block field for the recipient's dated message.         |
| <code>\setourref{...}</code>        | Information-block field for your own reference.                    |
| <code>\setourmessage{...}</code>    | Information-block field for your own dated message.                |
| <code>\setcontactname{...}</code>   | Information-block contact name.                                    |
| <code>\setcontactphone{...}</code>  | Information-block contact phone number.                            |
| <code>\setcontactfax{...}</code>    | Information-block contact fax number.                              |
| <code>\setcontactemail{...}</code>  | Information-block contact email address.                           |
| <code>\setfromfirstname{...}</code> | Modern-mode first name for the header.                             |
| <code>\setfromlastname{...}</code>  | Modern-mode last name for the header.                              |
| <code>\setfromaddress{...}</code>   | Modern-mode address line in the header.                            |
| <code>\setfromlandline{...}</code>  | Optional modern-mode footer field.                                 |
| <code>\setfromphone{...}</code>     | Optional modern-mode footer field.                                 |
| <code>\setfromemail{...}</code>     | Optional modern-mode footer field.                                 |
| <code>\setfromweb{...}</code>       | Optional modern-mode footer field.                                 |
| <code>\setfromlinkedin{...}</code>  | Optional modern-mode footer field.                                 |
| <code>\setfromname{...}</code>      | Legacy fallback if first and last name are not split.              |

## 7 Validation and Layout Guarantees

The class validates the mandatory address-window fields when a letter starts. Compilation stops with a clear error if the return address is missing, the recipient is missing, or the return address is too long for the single-line sender zone.

If the `infoblock` option is enabled, the information block is rendered independently from the body text flow. This keeps the text start stable while showing only the fields that are actually set.

For multipage letters, the address-window overlay, fold marks, and optional modern header and footer are restricted to page 1. Continuation pages start near the normal top margin instead of inheriting the first-page window offset.

## 8 Calibration

The layout is calibrated against the practical preview behavior of [onlinebrief24.de](http://onlinebrief24.de), not only against the nominal measurement graphic. In practice, the class uses effective window zones of 50–52 mm, 52–72 mm, and 72–92 mm to match the real preview more closely.

## 9 Examples

The package ships with two focused example documents covering:

- the basic layout with the DIN-style information block
- the modern layout with the DIN-style information block

Both bundled example documents use English sample data so the generated PDFs double as immediately readable CTAN previews.

## 10 License and Project Status

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