

Department of Statistics and Data Sciences

Heroy Hall

P.O. Box 750332

Dallas, Texas, 75275-0332

August 20, 2023

Dear Reader,

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I created this template for the letter head of the Dedman College of Humanities & Sciences at Southern Methodist University. It works fine but can be improved. Departmental information (e.g., **Department of Statistics and Data Sciences**) can be modified in the class file. Here is the set of files to be used:

SMU_letterhead.cls the class file for SMU Stats letter head.

SMU_header.jpg the SMU header.

sampleSig.png sample signature image, to be replaced with your signature.

To generate the pdf file of this letter, use `pdflatex letter.tex`.

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Sincerely yours,



Sy Han (Steven) Chiou
Assistant Professor of Statistics