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Memo

The sintefmemo Class

PERSON RESPONSIBLE / AUTHOR Federico Zenith			ATTENTION	COMMENTS	INFORMATION	AS AGREED
DISTRIBUTION						
SINTEF employees						•
L ^A T _E X hackers				•		
L ^A T _E X users			•			•
Word users				•		
PROJECT NUMBER SINTE _X	DATE 3rd June 2026	CLASSIFICATION Unrestricted				

This document presents the `sintefmemo` class. A subclass of `sintefdoc`, it reproduces the behaviour of the SINTEF memo template.

Title, author and date are set with L^AT_EX's usual commands `\title`, `\author` and `\date`.

The recipients are specified in the preamble with the `\recipient` command. The recipient is specified in the mandatory argument, whereas the optional argument can include the keywords `attention`, `comments`, `information`, `agreed`, or a combination thereof separated by commas, *without intervening spaces*. For example:

```
\recipient[attention,agreed]{\LaTeX\ users}
```

Finally, the project is set with the `\project` command, and to typeset the first page you need to insert the `\frontmatter` command just after `\begin{document}`.