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` `` `vba
Sub GenerateFormalLetter()
    Dim Letter As String
    Dim RecipientName As String
    Dim RecipientAddress As String
    Dim SenderName As String
    Dim SenderAddress As String
    Dim Date As String
    Dim Subject As String
    Dim Body As String

    ' Assign values
    RecipientName = "Mr. John Doe"
    RecipientAddress = "123 Main St, City, State, Zip Code"
    SenderName = "Jane Smith"
    SenderAddress = "456 Elm St, City, State, Zip Code"
    Date = Format(Now(), "mmmm dd, yyyy")
    Subject = "Subject of the Letter"
    Body = "Dear " & RecipientName & ", " & vbCrLf & vbCrLf & _
    "I hope this letter finds you well. I am writing to discuss " & _
    "the matter of [insert subject matter]." & vbCrLf & vbCrLf & _
    "Thank you for your attention to this matter." & vbCrLf & vbCrLf & _
    "Sincerely," & vbCrLf & _
    SenderName

    ' Create the letter
    Letter = SenderAddress & vbCrLf & vbCrLf & _
    Date & vbCrLf & vbCrLf & _
    RecipientName & vbCrLf & _
    RecipientAddress & vbCrLf & vbCrLf & _
    Subject & vbCrLf & vbCrLf & _
    Body

    ' Output letter to a message box (or handle as needed)
    MsgBox Letter
End Sub
` `` `

```