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```\vba
Sub CreateInformalLetter()
 Dim RecipientName As String
 Dim RecipientAddress As String
 Dim SenderName As String
 Dim LetterContent As String
 Dim Date As String

 ' Assign values
 RecipientName = "John Doe"
 RecipientAddress = "123 Example St, Springfield"
 SenderName = "Jane Smith"
 Date = "October 1, 2023"

 ' Letter content
 LetterContent = "Hey " & RecipientName & ", " & vbCrLf & vbCrLf & _
 "I hope this letter finds you well! I wanted to catch up and see how _
you've been." & vbCrLf & _
 "Let's plan a get-together this weekend." & vbCrLf & vbCrLf & _
 "Looking forward to hearing from you!" & vbCrLf & vbCrLf & _
 "Cheers," & vbCrLf & _
 SenderName

 ' Create a new document and add content
 Dim doc As Document
 Set doc = Documents.Add

 ' Add content to the document
 doc.Content.InsertAfter "Date: " & Date & vbCrLf
 doc.Content.InsertAfter RecipientName & vbCrLf
 doc.Content.InsertAfter RecipientAddress & vbCrLf & vbCrLf
 doc.Content.InsertAfter LetterContent

 ' Show the document
 doc.Activate
End Sub
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