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` `` `vba
Sub CreateInquiryLetter()
    Dim doc As Document
    Set doc = Documents.Add
    ' Set Document Title
    doc.Paragraphs(1).Range.Text = "Inquiry Letter"
    doc.Paragraphs(1).Range.Style = "Heading 1"
    doc.Paragraphs(1).Range.InsertParagraphAfter
    ' Date
    doc.Paragraphs(2).Range.Text = Format(Date, "MMMM dd, yyyy")
    doc.Paragraphs(2).Range.InsertParagraphAfter
    ' Sender Information
    doc.Paragraphs(3).Range.Text = "Your Name" & vbCrLf & _
    "Your Address" & vbCrLf & _
    "City, State, Zip" & vbCrLf & _
    "Email Address" & vbCrLf & _
    "Phone Number"
    doc.Paragraphs(3).Range.InsertParagraphAfter
    ' Recipient Information
    doc.Paragraphs(5).Range.Text = "Recipient Name" & vbCrLf & _
    "Company Name" & vbCrLf & _
    "Company Address" & vbCrLf & _
    "City, State, Zip"
    doc.Paragraphs(5).Range.InsertParagraphAfter
    ' Greeting
    doc.Paragraphs(7).Range.Text = "Dear [Recipient's Name],"
    doc.Paragraphs(7).Range.InsertParagraphAfter
    ' Body of the letter
    doc.Paragraphs(8).Range.Text = "I hope this message finds you well. I am
writing to inquire about [specific inquiry or subject]." & vbCrLf & _
    "I would greatly appreciate any information you could provide regarding
this matter." & vbCrLf & _
    "Thank you for your assistance."
    doc.Paragraphs(8).Range.InsertParagraphAfter
    ' Closing
    doc.Paragraphs(10).Range.Text = "Sincerely," & vbCrLf & "Your Name"
    doc.Paragraphs(10).Range.InsertParagraphAfter
    ' Save Document
    doc.SaveAs2 "Inquiry Letter.docx"
    doc.Close
End Sub
` `` `

```