

```

```vba
Sub CreatePersonalLetter()
 Dim doc As Document
 Set doc = Documents.Add
 ' Add recipient's details
 With doc.Content
 .Text = "Your Name" & vbCrLf
 .Text = .Text & "Your Address" & vbCrLf
 .Text = .Text & "City, State, ZIP" & vbCrLf
 .Text = .Text & "Email Address" & vbCrLf
 .Text = .Text & "Date" & vbCrLf & vbCrLf

 ' Add recipient's details
 .Text = .Text & "Recipient's Name" & vbCrLf
 .Text = .Text & "Recipient's Address" & vbCrLf
 .Text = .Text & "City, State, ZIP" & vbCrLf & vbCrLf

 ' Add greeting
 .Text = .Text & "Dear [Recipient's Name]," & vbCrLf & vbCrLf

 ' Add body of the letter
 .Text = .Text & "I hope this letter finds you well. I wanted to take a
moment to..." & vbCrLf & vbCrLf

 ' Add closing
 .Text = .Text & "Sincerely," & vbCrLf & vbCrLf & "Your Name"
 End With
 ' Display the document
 doc.Activate
End Sub
```

```