

```

```vba
Sub CreateRecommendationLetter()
 Dim doc As Document
 Set doc = Documents.Add
 ' Add the date
 doc.Content.InsertAfter Format(Date, "MMMM DD, YYYY") & vbCrLf & vbCrLf
 ' Add the recipient's information
 doc.Content.InsertAfter "Recipient Name" & vbCrLf
 doc.Content.InsertAfter "Recipient Title" & vbCrLf
 doc.Content.InsertAfter "Company Name" & vbCrLf
 doc.Content.InsertAfter "Company Address" & vbCrLf
 doc.Content.InsertAfter "City, State, Zip" & vbCrLf & vbCrLf
 ' Add greeting
 doc.Content.InsertAfter "Dear [Recipient Name]," & vbCrLf & vbCrLf
 ' Add body of the letter
 doc.Content.InsertAfter "I am writing to recommend [Candidate's Name]
for [position or opportunity]. " & _
 "[He/She/They] has demonstrated [specific qualities or skills] during
[context or relationship]. " & _
 "I believe [he/she/they] would be a great fit for [reason or
opportunity]." & vbCrLf & vbCrLf
 doc.Content.InsertAfter "Please feel free to contact me at [Your Phone
Number] or [Your Email] should you require any further information." &
vbCrLf & vbCrLf
 ' Add closing
 doc.Content.InsertAfter "Sincerely," & vbCrLf
 doc.Content.InsertAfter "[Your Name]" & vbCrLf
 doc.Content.InsertAfter "[Your Title]" & vbCrLf
 doc.Content.InsertAfter "[Your Company]" & vbCrLf
 doc.Content.InsertAfter "[Your Address]" & vbCrLf
 doc.Content.InsertAfter "[City, State, Zip]" & vbCrLf
 ' Format the document
 doc.Content.Paragraphs.LineSpacingRule = wdLineSpaceSingle
 doc.Content.Paragraphs.SpaceAfter = 12
 ' Show the document
 doc.Activate
End Sub
```

```