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` `` `vba
Sub CreateReferenceLetter()
    Dim doc As Document
    Set doc = Documents.Add

    ' Add date
    doc.Content.InsertAfter "Date: " & Format(Date, "mmmm dd, yyyy") &
vbCrLf & vbCrLf

    ' Add sender's address
    doc.Content.InsertAfter "Your Name" & vbCrLf
    doc.Content.InsertAfter "Your Address" & vbCrLf
    doc.Content.InsertAfter "City, State, ZIP" & vbCrLf
    doc.Content.InsertAfter "Email: your.email@example.com" & vbCrLf
    doc.Content.InsertAfter "Phone: (123) 456-7890" & vbCrLf & vbCrLf

    ' Add recipient's address
    doc.Content.InsertAfter "Recipient's Name" & vbCrLf
    doc.Content.InsertAfter "Company/Organization Name" & vbCrLf
    doc.Content.InsertAfter "Recipient's Address" & vbCrLf
    doc.Content.InsertAfter "City, State, ZIP" & vbCrLf & vbCrLf

    ' Add salutation
    doc.Content.InsertAfter "Dear " & "Recipient's Name" & ":" & vbCrLf &
vbCrLf

    ' Add body of the letter
    doc.Content.InsertAfter "I am writing to recommend " & "Candidate's
Name" & " for " & "Position/Opportunity." & vbCrLf
    doc.Content.InsertAfter "I have known " & "Candidate's Name" & " for " &
"Duration" & " in the capacity of " & "Your Relationship." & vbCrLf
    doc.Content.InsertAfter "During this time, I witnessed their skills in "
& "Specific Skills/Qualities." & vbCrLf
    doc.Content.InsertAfter "I strongly believe " & "Candidate's Name" & "
would be a valuable asset to your team." & vbCrLf & vbCrLf

    ' Add closing statement
    doc.Content.InsertAfter "Please feel free to contact me at " & "Your
Phone" & " or " & "Your Email" & " if you require further information." &
vbCrLf & vbCrLf

    ' Add closing
    doc.Content.InsertAfter "Sincerely," & vbCrLf & vbCrLf
    doc.Content.InsertAfter "Your Name" & vbCrLf
    doc.Content.InsertAfter "Your Position" & vbCrLf
    doc.Content.InsertAfter "Your Company" & vbCrLf

    ' Save the document
    doc.SaveAs2 "Reference_Letter.docx"
    doc.Close
End Sub
` `` `

```