

```

```vba
Sub CreateLetterTemplate()
 Dim ws As Worksheet
 Dim letter As String
 Set ws = ThisWorkbook.Sheets("Sheet1")
 letter = "Your Name" & vbCrLf & _
 "Your Address" & vbCrLf & _
 "City, State, Zip Code" & vbCrLf & _
 "Email: your.email@example.com" & vbCrLf & _
 "Phone: (123) 456-7890" & vbCrLf & vbCrLf & _
 "Date: " & Format(Date, "mmm dd, yyyy") & vbCrLf & vbCrLf & _
 "Recipient's Name" & vbCrLf & _
 "Recipient's Title" & vbCrLf & _
 "Company Name" & vbCrLf & _
 "Company Address" & vbCrLf & _
 "City, State, Zip Code" & vbCrLf & vbCrLf & _
 "Dear [Recipient's Name]," & vbCrLf & vbCrLf & _
 "I hope this message finds you well." & vbCrLf & _
 "I am writing to [insert purpose of the letter]." & vbCrLf & vbCrLf & _
 "Thank you for your attention." & vbCrLf & vbCrLf & _
 "Sincerely," & vbCrLf & _
 "Your Name"
 ws.Range("A1").Value = letter
End Sub
```

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