

Sure! Here's a template example for writing a letter using VBA tools in Excel:

```
```\vba
Sub CreateLetter()
 Dim ws As Worksheet
 Set ws = ThisWorkbook.Sheets("Sheet1")

 ' Define the recipient's address
 Dim recipientName As String
 Dim recipientAddress As String
 recipientName = ws.Range("A1").Value ' Example: "John Doe"
 recipientAddress = ws.Range("A2").Value ' Example: "123 Main St, City,
State, ZIP"

 ' Define the letter body
 Dim letterDate As String
 Dim letterBody As String
 letterDate = Format(Date, "m d, yyyy") ' Current date
 letterBody = "Dear " & recipientName & ", " & vbCrLf & vbCrLf & _
 "I hope this message finds you well. I am writing to inform you
about..." & vbCrLf & _
 "Thank you for your attention." & vbCrLf & vbCrLf & _
 "Sincerely," & vbCrLf & _
 "Your Name"

 ' Create the letter in a new worksheet
 Dim letterSheet As Worksheet
 Set letterSheet = ThisWorkbook.Worksheets.Add
 letterSheet.Name = "Letter"

 ' Insert the letter content into the new worksheet
 letterSheet.Range("A1").Value = "Date: " & letterDate
 letterSheet.Range("A3").Value = recipientName
 letterSheet.Range("A4").Value = recipientAddress
 letterSheet.Range("A6").Value = letterBody
 letterSheet.Columns("A").AutoFit
End Sub
```\
```

This example creates a simple letter in a new worksheet based on the recipient's name and address provided in "Sheet1". Adjust the ranges (`A1`, `A2`) and content as needed.