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```vba
Sub CreateProfessionalLetter()
 Dim ws As Worksheet
 Set ws = ThisWorkbook.Sheets("Sheet1") 'Change to your sheet name

 ' Set up the letter format
 ws.Range("A1").Value = "Your Name"
 ws.Range("A2").Value = "Your Address"
 ws.Range("A3").Value = "City, State, Zip"
 ws.Range("A4").Value = "Email Address"
 ws.Range("A5").Value = "Phone Number"
 ws.Range("A6").Value = "Date"

 ws.Range("A8").Value = "Recipient Name"
 ws.Range("A9").Value = "Recipient Title"
 ws.Range("A10").Value = "Company Name"
 ws.Range("A11").Value = "Company Address"
 ws.Range("A12").Value = "City, State, Zip"

 ws.Range("A14").Value = "Dear [Recipient Name],"

 ws.Range("A16").Value = "[Your letter body goes here. This is where you
write the content of your letter.]"

 ws.Range("A20").Value = "Sincerely,"
 ws.Range("A22").Value = "Your Name"

 ' Format the letter
 With ws.Range("A1:A6, A8:A12, A14:A20, A22")
 .Font.Name = "Arial"
 .Font.Size = 12
 .VerticalAlignment = xlTop
 .HorizontalAlignment = xlLeft
 End With

 ' Adjust row heights and column widths for better visibility
 ws.Rows("1:22").AutoFit
 ws.Columns("A").ColumnWidth = 50
End Sub
```

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