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\\`vba
Sub FormatLetter()
    Dim ws As Worksheet
    Set ws = ThisWorkbook.Sheets("Sheet1")
    ' Set page margins
    With ws.PageSetup
        .LeftMargin = Application.InchesToPoints(1)
        .RightMargin = Application.InchesToPoints(1)
        .TopMargin = Application.InchesToPoints(1)
        .BottomMargin = Application.InchesToPoints(1)
    End With

    ' Set font properties for the letter
    With ws.Range("A1:A30")
        .Font.Name = "Arial"
        .Font.Size = 12
        .Font.Bold = False
        .Font.Italic = False
    End With

    ' Add address block
    ws.Range("A1").Value = "Your Name"
    ws.Range("A2").Value = "Your Address"
    ws.Range("A3").Value = "City, State, Zip"

    ' Add date
    ws.Range("A5").Value = "Date: " & Format(Date, "mmmm dd, yyyy")

    ' Add greeting
    ws.Range("A7").Value = "Dear [Recipient's Name],"

    ' Add body of the letter
    ws.Range("A9").Value = "This is the body of your letter."

    ' Add closing
    ws.Range("A15").Value = "Sincerely,"
    ws.Range("A16").Value = "Your Name"

    ' Center align the letter content
    ws.Range("A1:A30").HorizontalAlignment = xlCenter

    ' Set row height
    ws.Rows("1:30").RowHeight = 15
End Sub
\\`

```