VBA Excel Automated Letter Writing Guide Template

```vba
Sub GenerateLetters()
 Dim ws As Worksheet
 Dim LastRow As Long
 Dim i As Long
 Dim FilePath As String
 Dim LetterContent As String
 Dim RecipientName As String
 Dim RecipientAddress As String
 Dim LetterFileName As String

 ' Set worksheet
 Set ws = ThisWorkbook.Sheets("Sheet1")

 ' Define the file path to save letters
 FilePath = "C:\Users\YourUsername\Documents\Letters\"
 ' Find the last row with data in the sheet
 LastRow = ws.Cells(ws.Rows.Count, "A").End(xlUp).Row
 ' Loop through each row to generate letters
 For i = 2 To LastRow ' Assuming first row is headers
 RecipientName = ws.Cells(i, 1).Value
 RecipientAddress = ws.Cells(i, 2).Value

 ' Create letter content
 LetterContent = "Dear " & RecipientName & "," & vbCrLf & vbCrLf & _
 "We are pleased to inform you that ..." & vbCrLf & vbCrLf & _
 "Sincerely," & vbCrLf & _
 "Your Name" & vbCrLf & _
 "Your Position"

 ' Define the file name for the letter
 LetterFileName = FilePath & RecipientName & "_Letter.txt"

 ' Create and write to the letter file
 Open LetterFileName For Output As #1
 Print #1, LetterContent
 Close #1
 Next i
 MsgBox "Letters generated successfully!"
End Sub
```