

Example 1: Automated Job Offer Letter

```
```vba
Sub GenerateJobOfferLetter()
 Dim applicantName As String
 Dim position As String
 Dim startDate As String
 Dim salary As Currency
 Dim letter As String
 applicantName = "John Doe"
 position = "Software Developer"
 startDate = "January 15, 2024"
 salary = 75000
 letter = "Dear " & applicantName & ", " & vbCrLf & vbCrLf & _
 "We are pleased to offer you the position of " & position & " with our
company." & vbCrLf & _
 "Your starting date will be " & startDate & "." & vbCrLf & _
 "Your annual salary will be $" & salary & "." & vbCrLf & vbCrLf & _
 "Best regards," & vbCrLf & _
 "XYZ Company"
 MsgBox letter
End Sub
```
```

Example 2: Automated Invoice Letter

```
```vba
Sub GenerateInvoiceLetter()
 Dim clientName As String
 Dim invoiceNumber As String
 Dim amountDue As Currency
 Dim dueDate As String
 Dim letter As String
 clientName = "ABC Corporation"
 invoiceNumber = "INV123456"
 amountDue = 1500.5
 dueDate = "February 10, 2024"
 letter = "Dear " & clientName & ", " & vbCrLf & vbCrLf & _
 "This is a reminder for invoice number " & invoiceNumber & "." & vbCrLf
& _
 "The total amount due is $" & amountDue & "." & vbCrLf & _
 "Please ensure payment is made by " & dueDate & "." & vbCrLf & vbCrLf & _
 "Thank you!" & vbCrLf & _
 "Accounts Department"
 MsgBox letter
End Sub
```
```

Example 3: Automated Reminder Letter

```
```vba
Sub GenerateReminderLetter()
 Dim recipientName As String
 Dim subject As String
 Dim reminderDate As String
 Dim letter As String
 recipientName = "Jane Smith"
 subject = "Meeting Reminder"

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reminderDate = "March 5, 2024"
letter = "Hello " & recipientName & "," & vbCrLf & vbCrLf & _
"This is a friendly reminder about your upcoming " & subject & "." &
vbCrLf & _
"Please remember to prepare the necessary materials." & vbCrLf & _
"Date: " & reminderDate & "." & vbCrLf & vbCrLf & _
"Best regards," & vbCrLf & _
"Your Team"
MsgBox letter
End Sub
\\
```