```vba
Sub SendCorrespondence()
 Dim OutApp As Object
 Dim OutMail As Object
 ' Create Outlook application
 Set OutApp = CreateObject("Outlook.Application")
 Set OutMail = OutApp.CreateItem(0)
 ' Draft email
 With OutMail
 .To = "recipient@example.com"
 .CC = ""
 .BCC = ""
 .Subject = "Subject of the Correspondence"
 .Body = "Dear [Recipient Name]," & vbCrLf & vbCrLf & _
 "I hope this message finds you well." & vbCrLf & _
 "I am writing to inform you about [insert main content]." & vbCrLf &
vbCrLf & _
 "Thank you for your attention." & vbCrLf & vbCrLf & _
 "Best regards," & vbCrLf & _
 "[Your Name]" & vbCrLf & _
 "[Your Position]" & vbCrLf & _
 "[Your Company]" & vbCrLf & _
 "[Your Contact Information]"
 .Display ' Use .Send to send without displaying
 End With
 ' Clean up
 Set OutMail = Nothing
 Set OutApp = Nothing
End Sub
```