

```

```vba
Sub SampleLetter()
 Dim olApp As Object
 Dim olMail As Object
 Dim recipient As String
 Dim subject As String
 Dim body As String
 recipient = "recipient@example.com"
 subject = "Sample Letter"

 body = "Dear [Name]," & vbCrLf & vbCrLf & _
 "I hope this message finds you well." & vbCrLf & _
 "This is to inform you about the upcoming changes." & vbCrLf & vbCrLf & _
 "Best regards," & vbCrLf & _
 "[Your Name]"
 ' Create Outlook application and mail item
 Set olApp = CreateObject("Outlook.Application")
 Set olMail = olApp.CreateItem(0)
 ' Set properties
 With olMail
 .To = recipient
 .Subject = subject
 .Body = body
 .Display ' Use .Send to send without displaying
 End With
 ' Clean up
 Set olMail = Nothing
 Set olApp = Nothing
End Sub
```

```