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**VBA Automation Letter Template**
```vba
Sub CreateAutomationLetter()

 Dim objWord As Object
 Dim doc As Object
 Dim rng As Object
 Dim recipientName As String
 Dim recipientAddress As String
 Dim subjectLine As String
 Dim bodyText As String

 ' Define recipient details
 recipientName = "John Doe"
 recipientAddress = "123 Main St, Anytown, USA"

 ' Define subject and body
 subjectLine = "Important Update Regarding Your Account"
 bodyText = "Dear " & recipientName & ", " & vbCrLf & vbCrLf & _
 "We are writing to inform you about an important update regarding your account." & vbCrLf & _
 "Please review the attached documents for more details." & vbCrLf & vbCrLf & _
 "Thank you." & vbCrLf & "Sincerely," & vbCrLf & "Your Company Name"

 ' Create new Word instance
 Set objWord = CreateObject("Word.Application")
 Set doc = objWord.Documents.Add

 ' Add recipient address
 Set rng = doc.Range
 rng.Text = recipientName & vbCrLf & recipientAddress & vbCrLf & vbCrLf

 ' Add subject line
 rng.Collapse Direction:=0 ' Collapse to end of range
 rng.Text = "Subject: " & subjectLine & vbCrLf & vbCrLf

 ' Add body text
 rng.Collapse Direction:=0
 rng.Text = bodyText

 ' Show the document
 objWord.Visible = True

 ' Clean up
 Set rng = Nothing
 Set doc = Nothing
 Set objWord = Nothing
End Sub
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