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```vba
Sub GenerateLetter()
    Dim ws As Worksheet
    Set ws = ThisWorkbook.Sheets("Sheet1")
    Dim recipientName As String
    Dim recipientAddress As String
    Dim letterDate As String
    Dim letterBody As String
    Dim closing As String
    Dim signature As String
    ' Sample data
    recipientName = ws.Range("A1").Value
    recipientAddress = ws.Range("A2").Value
    letterDate = Format(Date, "mmm d, yyyy")
    letterBody = "Dear " & recipientName & ", " & vbCrLf & vbCrLf & _
    "I hope this letter finds you well. I wanted to reach out to discuss a
few important matters." & vbCrLf & vbCrLf & _
    "Looking forward to your response." & vbCrLf
    closing = "Sincerely,"
    signature = "Your Name"
    ' Create letter
    Dim letter As String
    letter = letterDate & vbCrLf & vbCrLf & _
    recipientName & vbCrLf & _
    recipientAddress & vbCrLf & vbCrLf & _
    letterBody & _
    closing & vbCrLf & _
    signature
    ' Output letter to a new document
    Dim objWord As Object
    Set objWord = CreateObject("Word.Application")
    objWord.Visible = True
    Dim doc As Object
    Set doc = objWord.Documents.Add
    doc.Content.Text = letter
    ' Clean up
    Set doc = Nothing
    Set objWord = Nothing
End Sub
```

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