

```

` `` `vba
Sub CreateLetter()
    Dim objWord As Object
    Dim objDoc As Object
    Dim strRecipient As String
    Dim strDate As String
    Dim strBody As String
    Dim strClosing As String
    ' Create a new Word application and document
    Set objWord = CreateObject("Word.Application")
    Set objDoc = objWord.Documents.Add
    ' Set up letter components
    strRecipient = "John Doe" & vbCrLf & "123 Main St." & vbCrLf & "City,
State, ZIP"
    strDate = Format(Date, "mmm d, yyyy")
    strBody = "Dear " & "John," & vbCrLf & vbCrLf & _
    "I hope this letter finds you well. I am writing to inform you about..."
    strClosing = vbCrLf & vbCrLf & "Sincerely," & vbCrLf & "Your Name"
    ' Build the letter
    With objDoc.Content
        .Text = strRecipient & vbCrLf & strDate & vbCrLf & vbCrLf & strBody &
strClosing
        .Paragraphs.Alignment = 0 ' Left align
    End With
    ' Make Word visible and clean up
    objWord.Visible = True
    Set objDoc = Nothing
    Set objWord = Nothing
End Sub
` `` `

```