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` `` `vba
Sub CreateLetter()
    Dim WordApp As Object
    Dim WordDoc As Object

    ' Create a new Word application and document
    Set WordApp = CreateObject("Word.Application")
    Set WordDoc = WordApp.Documents.Add

    ' Make Word visible
    WordApp.Visible = True

    ' Add letter content
    With WordDoc
        .Content.Text = "Your Name" & vbCrLf & _
        "Your Address" & vbCrLf & _
        "City, State, ZIP" & vbCrLf & _
        "Email" & vbCrLf & _
        "Phone Number" & vbCrLf & vbCrLf & _
        "Date:" & vbCrLf & vbCrLf & _
        "Recipient's Name" & vbCrLf & _
        "Recipient's Title" & vbCrLf & _
        "Company Name" & vbCrLf & _
        "Company Address" & vbCrLf & _
        "City, State, ZIP" & vbCrLf & vbCrLf & _
        "Dear [Recipient's Name]," & vbCrLf & vbCrLf & _
        "I hope this letter finds you well. [Insert your message here.]" &
        vbCrLf & vbCrLf & _
        "Thank you for your attention to this matter." & vbCrLf & vbCrLf & _
        "Sincerely," & vbCrLf & _
        "Your Name"

    ' Save the document
    .SaveAs "C:\Path\To\Your\Letter.docx"
    End With

    ' Clean up
    Set WordDoc = Nothing
    Set WordApp = Nothing
End Sub
` `` `

```