Here's a simple template for a formal letter designed in an Excel spreadsheet (xlsx format):

A	B	C	D	E
	[Your Name]			[Date]
	[Your Address]			
	[City, State, Zip]			
	[Recipient Name]			
	[Recipient Title]			
	[Company Name]			
	[Company Address]			
	[City, State, Zip]			
	Dear [Recipient],			
	[Opening paragraph: State the purpose of the letter]			
	[Body paragraph(s): Provide details and information]			
	[Closing paragraph: Conclude with a call to action or closing remarks]			
	Sincerely,			
	[Your Name]			
	[Your Title]			
	[Your Company]			
	[Your Phone Number]			
	[Your Email Address]			

Feel free to replace the placeholders with your actual content.