

Here's a template format for a friendly letter in an xlsx file:

```
| A | B |
|-----|-----|
| Date | [Insert Date] |
| | |
| To: | [Friend's Name] |
| | [Friend's Address] |
| | [City, State, Zip] |
| | |
| Dear [Friend's Name], | |
| | |
| [Opening paragraph: How have you been? Share personal updates.] | |
| | |
| [Second paragraph: Discuss any shared interests or upcoming plans.] | |
| | |
| [Closing paragraph: Express your wishes or invite a response.] | |
| | |
| Sincerely, | |
| | [Your Name] |
| | [Your Address] |
| | [City, State, Zip] |
```

Please replace the placeholders with your actual content when creating the letter.