

Sure! Here's a simple template example of a personal letter in a textual format that you can easily recreate in an Excel (.xlsx) format.

```
| A | B |
|-----|-----|
| Date: | [Insert Date] |
| | |
| [Your Name] | |
| [Your Address] | |
| [City, State, Zip] | |
| | |
| [Recipient Name] | |
| [Recipient Address] | |
| [City, State, Zip] | |
| | |
| Dear [Recipient], | |
| | |
| [Opening paragraph: Start your letter with a warm greeting or inquiry.]
| |
| | |
| [Body paragraph: Share news, thoughts, or feelings.] | |
| | |
| [Closing paragraph: Wrap up your letter with a warm closing.] | |
| | |
| Sincerely, | |
| [Your Name] | |
```

Make sure to fill in the placeholders with your actual information in your Excel sheet!