Here's a simple template for a personal letter in an Excel (XLSX) format:

A	B
Date:	[Insert Date Here]
To:	[Recipient's Name]
Address:	[Recipient's Address]
Dear [Recipient's Name],	
[Body of the Letter: Write your main message here. Include any details you wish to address.]	
Sincerely,	
[Your Name]	
[Your Address]	[Optional]
[Your Email]	[Optional]
[Your Phone Number]	[Optional]

Feel free to fill in the details as needed!