

Sure! Here's a simple business letter template in plain text format that you can use in an Excel (XLS) file.

```
\\  
| | |  
|-----|-----|  
| [Your Name] | |  
| [Your Position] | |  
| [Your Company] | |  
| [Your Address] | |  
| [City, State, ZIP] | |  
| [Email Address] | |  
| [Phone Number] | |  
| | |  
| [Date] | |  
| | |  
| [Recipient Name] | |  
| [Recipient Position] | |  
| [Recipient Company] | |  
| [Recipient Address] | |  
| [City, State, ZIP] | |  
| | |  
| Dear [Recipient Name], | |  
| | |  
| [Opening Paragraph: Introduction] | |  
| | |  
| [Body Paragraph: Main Points] | |  
| | |  
| [Closing Paragraph: Conclusion] | |  
| | |  
| Best regards, | |  
| | |  
| [Your Name] | |  
| [Your Position] | |  
| [Your Company] | |  
\\
```

You can copy and paste this structure into an Excel spreadsheet and adjust the column widths and row heights as necessary.