Sure! Here's a template example of a policy letter in an outline format that you could use to create an Excel spreadsheet:

Policy Letter Template	
Section	**Details**
Policy Title	[Enter Policy Title Here]
Effective Date	[Enter Date]
Purpose	[Describe the purpose of the policy]
Scope	[Define who the policy applies to]
Policy Statement	[State the actual policy]
Responsibilities	[List responsibilities]
Procedure	[Describe the procedure to follow]
Review Date	[Enter Date for Review]
Approval	[Name and Title of Approver]
Notes	[Any additional notes or comments]

You can fill this template with relevant information in an Excel spreadsheet format.