Here's a template example for a sleek letter design in Excel for "XXL":

A	B	C	D	E	F
XXL					
Address	**Date**				
1234 Street	DD/MM/YYYY				
City, State					
Zip Code					
To:					
Recipient					
Address					
City, State					
Zip Code					
Subject:	[Subject Here]				
Dear [Recipient's Name],					
[Your message here...]					
Sincerely,					
[Your Name]					
[Your Position]					
[Your Company]					
[Phone Number]					
[Email Address]					

Note: Adjust the cells' font, size, and formatting for a sleek design as desired.