

Here's a basic template example for an XXL letter in Excel:

A	B	C	D

[Your Name]			
[Your Address]			
[City, State, ZIP]			
[Email Address]			
[Date]			
[Recipient Name]			
[Recipient Title]			
[Company Name]			
[Company Address]			
[City, State, ZIP]			
Dear [Recipient Name],			
[Insert main content of the letter here...]			
Sincerely,			
[Your Name]			
[Your Title]			

Adjust the column widths and row heights as necessary to fit the XXL format.