XXL Letter Format Guide in Excel

Section	Details
Page Size	A4 or Letter size
Orientation	Portrait
Margins	Top: 1", Bottom: 1", Left: 1", Right: 1"
Font	Arial, Size 12
Line Spacing	1.5 lines
Header	Company Logo (if applicable)
	Address (aligned left, bold, size 14)
	Date (aligned right, size 12)
Recipient Address	Name (aligned left, size 12, bold)
	Address Line 1
	Address Line 2 (if necessary)
Salutation	"Dear [Recipient's Name]," (size 12)
Body	Standard Paragraph Format
	- Introductory Paragraph
	- Main Content
	- Conclusion
Closing	"Sincerely,"
	Your Name (aligned left, size 12, bold)
	Your Title
	Company Name
	Phone Number and Email
Footer	Page Number (aligned center)
	Company Address (aligned left)

Note: Adjust cell sizes and layouts as necessary in the Excel sheet to mimic a letter format.