

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the recent inquiries regarding our sales data analysis. To streamline our reporting process, I have utilized the VLOOKUP function in our Excel spreadsheets, which has significantly enhanced our data retrieval efficiency.

For instance, to look up sales figures based on product IDs, I have incorporated the following formula in cell [Cell Reference]:

=VLOOKUP([Product ID], [Table Array], [Column Index Number], FALSE)

This formula allows us to efficiently pull relevant sales data from our databases, ensuring accurate and timely reports.

I would be happy to provide a walkthrough of this functionality or discuss any specific queries you may have regarding our data analysis process.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization Name]  
[Your Company Address]