[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this letter finds you well. I wanted to take a moment to reach out and express my appreciation for [insert specific reason related to the recipient, e.g., your consistent support, your recent help with a project, etc.].
As a small token of my gratitude, I am excited to offer you [insert personalized item, offer, or invitation]. I believe this will be of great value to you, especially because [insert reason why this is relevant to the recipient].
If you have any questions or would like to discuss this further, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].
Thank you once again for everything!
Warm regards,
[Your Name]

Note: To integrate VLOOKUP, you would link this template to a spreadsheet where the recipient's name, address, and specific personalized details are stored. In Excel, the VLOOKUP formula would fetch those details dynamically.