Subject: Request for Data Verification Using VLOOKUP

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance in verifying a set of data related to our recent sales reports.

To streamline our data analysis, I have utilized the VLOOKUP function in Excel to match our sales figures with the customer database. This will help us ensure that all records are accurately aligned.

Here is a brief overview of the process I followed:

1. **Data Source**: Sales figures were extracted from [Source File/Sheet].
2. **Reference Table**: Customer details were compiled in [Reference File/Sheet].
3. **VLOOKUP Formula**: I applied the following VLOOKUP formula in the sales report:

```
=VLOOKUP(A2, '[Reference File.xlsx]Sheet1'!$A$1:$B$100, 2, FALSE)
```

This formula references the customer ID in column A, looks it up in the customer details table, and returns the corresponding name from the second column.

Please review the attached Excel file where I have included the VLOOKUP results. If you could confirm the accuracy of these matches by [specific date], I would greatly appreciate it.

Thank you for your support.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]