

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Job Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide an update regarding our recent project.

As per our records, the total sales figures for each region are as follows:

Region	Sales
North	100,000
South	150,000
East	200,000
West	120,000

Additionally, I conducted a VLOOKUP to analyze the performance against our targets. Using the formula `=VLOOKUP(A2, SalesData!A:B, 2, FALSE)`, I was able to retrieve the sales figures for each specified region efficiently.

In conclusion, please let me know if you require any further information or a detailed breakdown of the data.

Thank you for your attention.

Sincerely,

[Your Name]