

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide you with a summary of our recent data analysis regarding [specific project or topic], utilizing the VLOOKUP function in Excel.

As per our discussions, we aimed to streamline the process of retrieving data from our database. By applying the VLOOKUP function, we successfully matched relevant information across multiple sheets. For instance, using the formula `=VLOOKUP(A2, 'DataSheet'!A:B, 2, FALSE)`, we were able to extract the desired results efficiently.

The key findings are as follows:

1. [Finding 1]
2. [Finding 2]
3. [Finding 3]

Please feel free to reach out if you have any questions or need further clarification regarding this analysis. I appreciate your attention and look forward to your feedback.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Phone Number]