Letter Writing Guide with VLOOKUP in Excel

Template Example:

Step 1: Prepare Your Data

A	B	C
Name	Address	Membership Level
John Doe	123 Elm St.	Gold
Jane Smith	456 Oak St.	Silver
Bob Johnson	789 Pine St.	Bronze

Step 2: Write Your Letter Template

```

[Your Name]
[Your Address]
[City, State, Zip]
[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip]
Dear [Recipient Name],
Thank you for being a valued member of our community. We are pleased to
inform you that you are currently at the [Membership Level] level.
We appreciate your support and look forward to serving you in the future.
Sincerely,
[Your Name]
```

Step 3: Use VLOOKUP to Personalize the Letter

In a new sheet or cell, use the VLOOKUP formula:

```

=VLOOKUP(A2, Sheet1!A:C, 3, FALSE)
```

Where `A2` contains the recipient's name, and `Sheet1!A:C` is the range
of the data table.

Final Output Example:

```

John Smith
456 Main St.
City, State, Zip
[Date]
John Doe
123 Elm St.
City, State, Zip
Dear John Doe,
Thank you for being a valued member of our community. We are pleased to
inform you that you are currently at the Gold level.
We appreciate your support and look forward to serving you in the future.
Sincerely,
[Your Name]
```

This template provides a simple structure for using VLOOKUP in Excel to
automate personalized letter writing.