[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 follow up on our recent discussions regarding [specific subject or project]. To provide clarity on the data we analyzed, I have utilized Excel's VLOOKUP function to enhance our reporting capabilities.
As an example of how VLOOKUP can be applied, please find below a summarized table showing project costs based on the attached data:

Project ID	Project Name	Cost
101	Project Alpha	=VLOOKUP(101, 'Sheet1'!A:C, 3, FALSE)
102	Project Beta	=VLOOKUP(102, 'Sheet1'!A:C, 3, FALSE)
103	Project Gamma	=VLOOKUP(103, 'Sheet1'!A:C, 3, FALSE)

This formula allows us to efficiently pull relevant cost data for each project directly from our database. Should you have any further questions or require additional details, please do not hesitate to reach out.
Thank you for your attention to this matter. I look forward to your feedback.
Best regards,
[Your Name]
[Your Job Title]
[Your Company]