

Subject: VLOOKUP Application in Excel

Dear [Recipient's Name],

I hope this message finds you well.

I wanted to share an example of how to use the VLOOKUP function in Excel for our upcoming project regarding data analysis.

**\*\*Example of VLOOKUP:\*\***

Suppose we have two tables:

1. **\*\*Table 1\*\*** (Data Table)

A	B
ID	Name
101	John Doe
102	Jane Smith
103	Emily Davis

2. **\*\*Table 2\*\*** (Lookup Table)

D	E
ID	Position
101	Manager
102	Analyst
103	Developer

**\*\*VLOOKUP Formula:\*\***

To find the Position based on the ID from Table 1, you would use the following VLOOKUP formula in cell C2 of Table 1:

```

=VLOOKUP(A2, D:E, 2, FALSE)

```

This formula looks up the ID in cell A2 of Table 1 within the range D:E of Table 2, returning the corresponding Position from the second column. Please let me know if you have any questions or need further assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]