

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to demonstrate how to use the VLOOKUP function in Excel to streamline data retrieval processes.

**\*\*Objective:\*\***

To find the corresponding price for a given product from a list using VLOOKUP.

**\*\*Example Data:\*\***

Product ID	Product Name	Price
101	Widget A	\$10
102	Widget B	\$15
103	Widget C	\$20

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

To look up the price of "Widget B," you would use the following formula:  
`=VLOOKUP(102, A2:C4, 3, FALSE)`

**\*\*Explanation of parameters:\*\***

- `102`: The value you are looking for (Product ID).
- `A2:C4`: The range of the table containing the data.
- `3`: The column number from which to retrieve the value (Price, which is the third column).
- `FALSE`: Specifies that you want an exact match.

**\*\*Expected Result:\*\***

By entering the formula, Excel will return \$15, which is the price of "Widget B."

I hope this example helps to clarify the application of the VLOOKUP function in Excel. If you have any further questions or need assistance with other functions, please feel free to reach out.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Job Title]