

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of XLS Sheet Update

Dear [Recipient Name],

We are writing to inform you that the XLS sheet containing [brief description of the data or purpose] has been updated.

Please find the updated XLS sheet attached for your review.

Key updates include:

- [Update 1]

- [Update 2]

- [Update 3]

We kindly ask you to review the updated information and reach out if you have any questions or need further clarification.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company/Organization Name]