[Your Name]
[Your Position]
[Your Company]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
Dear [Recipient Name],
Subject: VLOOKUP Report
I hope this message finds you well.
I am writing to present a report utilizing the VLOOKUP function to analyze [brief description of the data or purpose]. The findings are based on the data set [mention data source or context], and the key insights are as follows:
1. **Lookup Value:** [Describe the specific value or criteria used for VLOOKUP]
2. **Table Array:** [Specify the range of the data table used]
3. **Column Index Number:** [Indicate the column from which data was retrieved]
4. **Range Lookup:** [State whether it was an exact or approximate match]
Based on the analysis, the results indicate [summarize findings].
Please let me know if you need further details or clarification on any points.
Thank you for your attention.
Best regards,
[Your Name]
[Your Contact Information]