

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: VLOOKUP Reference for [Specific Purpose or Data Set]

I hope this message finds you well. I am writing to provide you with the necessary VLOOKUP formula as discussed in our recent meeting regarding [specific project or data analysis].

The formula you can utilize in your spreadsheet is as follows:

=VLOOKUP([lookup\_value], [table\_array], [col\_index\_num], [range\_lookup])

Where:

- [lookup\_value] is the value you wish to find.
- [table\_array] is the range of cells that contains the data.
- [col\_index\_num] is the column number from which to retrieve the data.
- [range\_lookup] is either TRUE for approximate match or FALSE for an exact match.

If you need further assistance or clarification on implementing this in your spreadsheet, please do not hesitate to reach out.

Thank you for your attention, and I look forward to your feedback.

Best regards,

[Your Name]  
[Your Title]  
[Your Company]