

Subject: VLOOKUP Function Implementation in Excel

Dear [Recipient's Name],

I hope this message finds you well. I am writing to share an example of how to use the VLOOKUP function in Excel.

VLOOKUP Example

****Scenario:**** You have a list of employees and their corresponding department names. You want to find the department name for a specific employee.

****Data Example:****

```
| A | B |  
|-----|-----|  
| Employee ID | Department |  
| 101 | Sales |  
| 102 | Marketing |  
| 103 | IT |  
| 104 | HR |
```

****VLOOKUP Formula:****

To find the department of Employee ID 102, you can use the following formula:

```
```\n=VLOOKUP(102, A2:B5, 2, FALSE)\n```\n
```

**\*\*Explanation of the Formula:\*\***

- `102`: The value to look up (Employee ID).
- `A2:B5`: The range of the table array where the data is located.
- `2`: The column index number from which to retrieve the data (Department).
- `FALSE`: Indicates you want an exact match.

This formula will return "Marketing" for Employee ID 102.

Feel free to reach out if you have any questions or need further assistance!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]