VLOOKUP Letter Template Example
```

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient Name],
I hope this letter finds you well. I am writing to inform you about
[specific subject or purpose of the letter]. Based on my research from
[Sheet1] and the data provided in [Sheet2], I found that:
- The value for [VLOOKUP Value] is [=VLOOKUP(VLOOKUP_Value, Data_Range,
Column_Index, FALSE)].
- Additionally, the corresponding information is as follows:
 1. [Detail 1]
 2. [Detail 2]
 3. [Detail 3]
Please let me know if you require any further information or
clarification regarding the above points.
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]
```