

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to share with you a VLOOKUP function sample in Excel that can enhance data retrieval efficiency.

**\*\*Sample VLOOKUP Formula:\*\***

```\n

=VLOOKUP(A2, 'Lookup Table'!A2:B100, 2, FALSE)

```\n

In this example:

- `A2` is the value to look up.
- `'Lookup Table'!A2:B100` is the range of the lookup table.
- `2` indicates the column number from which to return the value.
- `FALSE` specifies that we want an exact match.

Please feel free to reach out if you need further assistance or if you have any questions regarding this formula.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]