

\*\*[Your Name/Company Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*To: [Recipient Name]\*\*  
\*\*[Recipient Title]\*\*  
\*\*[Recipient Company/Organization]\*\*  
\*\*[Recipient Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
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\*\*Subject: Introduction to User-Friendly VLOOKUP Function in Excel\*\*

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to share a user-friendly template design to implement the VLOOKUP function in Excel, which can greatly enhance data management and retrieval processes within your organization.

\*\*Template Overview:\*\*

1. \*\*Data Source Sheet\*\*:

- \*\*Columns\*\*: ID, Name, Department, Salary
- Populate with relevant data.

2. \*\*Lookup Sheet\*\*:

- \*\*Cell A1\*\*: Enter lookup ID.
- \*\*Cell B1\*\*: Employee Name (VLOOKUP formula).
- \*\*Cell C1\*\*: Department (VLOOKUP formula).
- \*\*Cell D1\*\*: Salary (VLOOKUP formula).

\*\*VLOOKUP Formula Examples\*\*:

- \*\*For Employee Name\*\*:

```excel

=VLOOKUP(A1, 'Data Source'!A:D, 2, FALSE)

```

- \*\*For Department\*\*:

```excel

=VLOOKUP(A1, 'Data Source'!A:D, 3, FALSE)

```

- \*\*For Salary\*\*:

```excel

=VLOOKUP(A1, 'Data Source'!A:D, 4, FALSE)

```

Feel free to customize the template as needed. Should you require any assistance or further clarification, please do not hesitate to reach out. Thank you for your time and consideration.

Best regards,

[Your Name]

[Your Position]

[Your Company]