VLOOKUP Letter Template
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Report Generation Using VLOOKUP in Excel
I hope this letter finds you well. I am writing to provide a detailed report generated using the VLOOKUP function in Excel as discussed in our recent meeting. This report includes data from [specific data range or source] and highlights key metrics relevant to our project.
Overview of VLOOKUP Usage:
- **Lookup Value:** [Specify the value you are looking for]
- **Table Array:** [Specify the range where the data is located, e.g., A1:D10]
- **Column Index Number:** [Specify the column number from which to retrieve data]
- **Range Lookup:** [Specify TRUE for approximate match or FALSE for exact match]
Key Findings:
1. **[Finding 1]**: Description
2. **[Finding 2]**: Description
3. **[Finding 3]**: Description
Attached to this letter, you will find the Excel file containing the complete data set and analysis breakdown. Should you require any further information or clarification, please do not hesitate to contact me.
Thank you for your attention. I look forward to your feedback.
Best regards,
[Your Name]
[Your Position]
[Your Company/Organization]
Attachments: [Excel Report]