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Dear [Recipient's Name],

Subject: VLOOKUP Function Documentation

I am writing to provide an overview and documentation of the VLOOKUP function in Excel, which is a powerful tool for data retrieval. Below is a detailed explanation of its syntax and usage:

**\*\*Function Syntax:\*\***

```\n

VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])

```\n

**\*\*Parameters:\*\***

1. **\*\*lookup\_value\*\***: The value you want to search for in the first column of the table\_array.
2. **\*\*table\_array\*\***: The range of cells that contains the data.
3. **\*\*col\_index\_num\*\***: The column number in the table\_array from which to retrieve the value (starting from 1 for the first column).
4. **\*\*[range\_lookup]\*\***: Optional. A logical value that specifies whether you want an exact match (FALSE) or an approximate match (TRUE).

**\*\*Example Usage:\*\***

To find the price of an item, you could use:

```\n

=VLOOKUP("Item Name", A2:C10, 3, FALSE)

```\n

This function will search for "Item Name" in the first column of the range A2:C10 and return the corresponding price from the third column. Please feel free to reach out if you require any further details or examples.

Thank you for your attention.

Sincerely,

[Your Name]