

****Excel VLOOKUP Template for Formal Letter****

```
| A | B | C | D | E |
|-----|-----|-----|-----| |
|---|---|---|---|---|
| Name | Address | Date | Subject | Salutation |
| John Doe | 123 Main St. | =TODAY() | Meeting Request | Dear John, |
| Jane Smith | 456 Elm St. | =TODAY() | Follow-up | Dear Jane, |
| Mark Johnson | 789 Pine St. | =TODAY() | Invitation | Dear Mark, |
**Letter Template:**
```
```

```
= "Date: " & C2 & CHAR(10) &
 "To: " & A2 & CHAR(10) &
 "Address: " & B2 & CHAR(10) &
 "Subject: " & D2 & CHAR(10) &
 CHAR(10) &
 E2 & CHAR(10) &
 "I hope this message finds you well. I am writing to discuss " & D2 & ".
" &
 "Looking forward to your response." & CHAR(10) &
 "Best regards," & CHAR(10) &
 "Your Name"
```
```

Note: Replace `A2`, `B2`, `C2`, `D2`, `E2` as needed for different recipients.