

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. We are writing to inform you about
[specific information relevant to the recipient, retrieved using
VLOOKUP].

Based on our records, your account number is [VLOOKUP(lookup_value,
table_array, col_index_num, [range_lookup])], and your current balance is
[VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])].

We appreciate your attention to this matter and look forward to your
prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]