

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
I hope this letter finds you well. As per our recent discussions, I am writing to provide you with additional information regarding [specific topic or request].

Using the VLOOKUP function, I have gathered the following data:

A B
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Item Code Description
[VLOOKUP(Item_Code, Data_Range, 2, FALSE)] [VLOOKUP(Item_Code, Data_Range, 2, FALSE)]

This data is crucial for [explain purpose briefly].
Thank you for considering this information. I look forward to your feedback.
Sincerely,
[Your Name]