

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some important calculations based on our recent discussions, utilizing VLOOKUP for accurate data analysis.

****Summary of Findings:****

1. ****Item Description:**** [=VLOOKUP(A2, Sheet2!A:B, 2, FALSE)]
- ****Calculated Value:**** [=VLOOKUP(A2, Sheet2!C:D, 2, FALSE)]
2. ****Total Sales:**** [=VLOOKUP(A3, Sheet2!A:B, 2, FALSE)]
- ****Calculated Amount:**** [=VLOOKUP(A3, Sheet2!C:D, 2, FALSE)]
3. ****Projected Growth:**** [=VLOOKUP(A4, Sheet2!A:B, 2, FALSE)]
- ****Estimated Value:**** [=VLOOKUP(A4, Sheet2!C:D, 2, FALSE)]

These calculations provide key insights that may inform our strategy moving forward. I would be happy to discuss these findings in more detail and explore how we might proceed.

Thank you for your attention to these matters. I look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]