

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about [specific subject]. According to our records, I noticed that [retrieve data using VLOOKUP from database: e.g., "the last order placed on `[Order Date]` was for a total of `[\$[Total Amount]`"], and I wanted to confirm if there are any updates regarding this order.

Additionally, I would appreciate your assistance with [another request or query based on retrieved data]. For instance, based on our previous discussions, it seems that [retrieve data using VLOOKUP: e.g., "the average delivery time for orders to `[Destination]` is `[Average Time]` days"], which is helpful for our planning.

Thank you for your assistance, and I look forward to your prompt response.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]