

\*\*[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]\*\*

---

\*\*Subject: [Subject Line]\*\*

---

\*\*Dear [Recipient's Name],\*\*

I hope this message finds you well. I am writing to [brief introduction and purpose of the letter].

To illustrate my points, I have utilized a VLOOKUP formula in an Excel spreadsheet to gather relevant data that supports my arguments. Here's a brief overview of how it is applied:

1. **Data Source**: The data is drawn from [specify the range of data, e.g., 'Sheet1!A1:D100'].

2. **Formula Usage**: The formula `=VLOOKUP([lookup\_value], [table\_array], [col\_index\_num], [range\_lookup])` was employed to extract [mention specific data, e.g., 'sales figures for 2023'].

3. **Findings**: The VLOOKUP results indicate [summarize your findings, e.g., 'a significant increase in sales compared to previous years'].

I believe these findings are crucial for our [discuss relevance, e.g., 'ongoing project or upcoming decision-making process'].

Thank you for considering this information. I look forward to discussing it further.

Best regards,

\*\*[Your Name]\*\*

\*\*[Your Position] (if applicable)\*\*

\*\*[Your Company/Organization] (if applicable)\*\*