

```
**[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)**
```