

[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 letter finds you well.

I am writing to share the results of our recent data analysis using the VLOOKUP function to merge datasets for [specific project or purpose]. The primary objective was to combine information from [Dataset 1] and [Dataset 2] to streamline our reporting process.

Here's a brief overview of the VLOOKUP implementation:

1. **Primary Dataset:** We relied on [Dataset 1] which contains [brief description of the first dataset].
2. **Reference Dataset:** The secondary source was [Dataset 2] holding [brief description of the second dataset].
3. **VLOOKUP Function:** The formula used: `=VLOOKUP([Lookup Value], [Table Array], [Column Index Number], [Range Lookup])` allowed us to pull relevant data from [Dataset 2] into [Dataset 1].

As a result, we successfully aligned our data, and the merged output provides comprehensive insights that will enhance our decision-making process.

Please feel free to reach out if you need further details or a demonstration of the merged datasets.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]
[Your Company]