

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss [subject matter] and to reference some specific data regarding [specific topic or project].

According to the information compiled in our spreadsheet, I found that the relevant details can be accessed using the following VLOOKUP formula:

```excel

=VLOOKUP([lookup\_value], [table\_array], [col\_index\_num], [range\_lookup])

```

For instance, if we are looking for [specific data point], you can retrieve it by substituting the parameters as follows:

```excel

=VLOOKUP(A2, Data!A1:C100, 2, FALSE)

```

This formula looks for the value in cell A2 within the dataset on the "Data" sheet and returns the corresponding value from the second column.

Thank you for your attention to this matter. I look forward to discussing it further.

Sincerely,

[Your Name]