```
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
I hope this letter finds you well. I am writing to you regarding
[subject]. As per our previous discussions, I have researched the
relevant data, and I believe that using the VLOOKUP formula can provide
valuable insights.
In the attached document, you will find a detailed analysis utilizing the
VLOOKUP function. For example, you can find the corresponding values in
[table_name] with the formula:
=VLOOKUP([lookup_value], [table_array], [col_index_num], [range_lookup])
This will help in [specific application or benefit].
Please feel free to reach out if you need any further information or
clarification.
Thank you for your attention to this matter.
Sincerely,
[Your Signature if sending a hard copy]
[Your Printed Name]
```