

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to inquire about [specific purpose of the letter, e.g., "the data requested in our previous meeting" or "the status of our latest project"]. In order to proceed, I need to check the following details which I believe can be found using a VLOOKUP function in our shared data set:

- [First data point needed, e.g., "Sales figures from Q1"]
- [Second data point needed, e.g., "Client contact information"]
- [Any additional data points as necessary]

Please let me know if you need further clarification or if there's a convenient time for us to discuss this in detail. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]