

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to send you the files we discussed. Please find them attached to this email. If you have any issues accessing them or need any further information, feel free to reach out.

Thank you!

Best regards,

[Your Name]