

```plaintext

Subject: [Your Subject Here]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss [main topic or purpose of the letter].

[Paragraph detailing your thoughts or request.]

Thank you for considering my request. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Address]

[Your Contact Information]

```

(Note: Save this text file and compress it into a .gz file format using a suitable compression tool or command.)