

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide you with the compressed files in GZ format as requested. Please find the details of the attachment below:

- File Name: [File_Name.gz]
- Size: [File_Size]
- Description: [Description of the contents]

To extract the files, please use a compatible decompression tool that supports GZ format. If you encounter any issues or have further questions, feel free to reach out.

Thank you for your understanding.

Best regards,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]
[Your Phone Number]