

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally submit the gzipped file containing [brief description of the contents, e.g., project documentation, data analysis results, etc.]. The attached file is compressed to ensure efficient transfer and to maintain the integrity of the data.

Please find the gz file attached to this email. Should you encounter any issues in accessing or opening the file, do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your feedback.

Best regards,

[Your Name]
[Your Position]
[Your Company]