

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide you with the requested data, which has been compressed using gzip for efficient transfer.

Please find the gzip file attached/enclosed. If you encounter any issues or need further assistance, do not hesitate to reach out.

Thank you for your attention.

Best regards,

[Your Name]