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

Dear [Recipient Name],

Subject: Documentation for Gzip File

I hope this letter finds you well.

This correspondence is to provide a comprehensive overview of the gzip file format, its functionality, and usage within our systems. Please find below the key sections of the documentation:

1. **Introduction**
 - Overview of Gzip
 - Purpose of the documentation

2. **File Format Specifications**
 - Description of .gz file extension
 - Data structure of gzip files

3. **Compression and Decompression**
 - Explanation of the compression algorithm
 - Steps to compress a file using gzip
 - Steps to decompress a gzip file

4. **Usage Guidelines**
 - Best practices for file compression
 - Compatibility with different operating systems

5. **Troubleshooting**
 - Common errors and solutions
 - Tips for efficient compression

6. **Additional Resources**
 - References to further reading
 - Links to official gzip documentation

Please review the attached documentation and let me know if you have any questions or require further clarification on any specific sections.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company/Organization Name]