

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

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to share a compressed version of the [specific files or data description] that we previously discussed. To facilitate easier transfer and storage, I have used GZIP compression on the files.

Please find attached the GZIP file named [filename.gz]. This file contains the following data:

- [List of files or data included in the GZIP file]

To decompress the file, you can use any standard GZIP-compatible utility. If you need assistance with the extraction process, feel free to reach out.

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

Best regards,

[Your Name]