

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a copy of the [specific gzip file or data] in gzip format for [briefly explain the purpose, e.g., research, analysis, personal use].

I would greatly appreciate it if you could provide the file by [specific deadline, if applicable]. If there are any requirements or procedures I need to follow to facilitate this request, please let me know.

Thank you for considering my request. I look forward to your prompt response.

Best regards,

[Your Name]