

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

[Recipient Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I hope this letter finds you well. I am writing to discuss the gzip format, which is widely used for file compression.

[Insert detailed content regarding gzip formats, including purposes, benefits, or specific information relevant to your context.]

I appreciate your attention to this matter and look forward to your response.

Thank you,

[Your Name]

[Your Title/Position, if applicable]