

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: [Brief Subject of the JQL Query]

I hope this letter finds you well.

I am writing to formally request the following information regarding  
[specific details related to the JQL query].

[Insert details about the query, including any specific filters,  
conditions, or data points relevant to your request.]

Your assistance in this matter would be greatly appreciated. Please let  
me know if you require any further information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]