

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request information or guidance regarding JQL (Jira Query Language) queries for my academic research on [specific topic]. As I explore the capabilities of JQL, I am particularly interested in [specific details or examples of what you're seeking].

I would greatly appreciate any resources, examples, or insights you could provide that would assist me in better understanding and utilizing JQL for my study.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]
[Your Academic Institution]
[Your Program or Department]