[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well.
I am writing to inquire about [specific topic or request]. I would
appreciate your assistance in [specific details regarding your request
and any necessary context].
Please find below the JQL query that pertains to this matter:
```
project = "YourProjectName" AND status = "Open" ORDER BY created DESC
```
I would be grateful if you could provide your insights or any relevant
information pertaining to this query.
Thank you for your time and assistance. I look forward to your prompt
response.
Best regards,
[Your Name]
[Your Position]
[Your Company]