[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],
I hope this message finds you well. I am writing to share a JQL (JIRA Query Language) query that may be helpful in your ongoing projects.

```
project = "Project Name" AND status = "In Progress" ORDER BY priority DESC
```

This query retrieves all issues from a specific project that are currently in progress, sorted by priority.
Please feel free to reach out if you have any questions or need further assistance.
Best regards,
[Your Name]