[Your Name]
[Your Position]
[Your Company/Organization]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
Dear [Recipient's Name],
Subject: JQL Query for Presentation
I hope this letter finds you well. I am writing to present the JQL query that we will be using for our upcoming presentation. This query is designed to efficiently retrieve the necessary data from our project management tool.
JQL Query:
```

project = [PROJECT_KEY] AND status = [STATUS] ORDER BY created DESC
```

Please feel free to reach out if you have any questions or need further clarification regarding this query. I look forward to presenting this information to you and the team.
Best regards,
[Your Name]
[Your Contact Information]
[Your Company/Organization]