

[Your Name]
[Your Title/Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: JQL Query Report
I hope this letter finds you well.
In accordance with our recent discussions, I am providing you with the
JQL query report for your review. Below is a summary of the query used
and the results obtained:
JQL Query:
```\n\n[Insert JQL Query Here]\n```\n\n\*\*Summary of Results:\*\*  
- [Result 1]  
- [Result 2]  
- [Result 3]  
Please let me know if you require any further information or  
clarification regarding the report. I look forward to your feedback.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Position]