

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request [specific information or action] regarding [briefly describe the subject or reason for your request].

To assist with your review, here is a JQL query that may be helpful:  
```\n

[Your JQL Query Here]  
```\n

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]