

[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],
Subject: JQL Query Request

I hope this message finds you well. I am writing to request assistance with a JQL (JIRA Query Language) query for our project management needs. Below are the key parameters I would like to include in the query:

1. ****Project****: [Project Name or Key]
2. ****Issue Type****: [Issue Type, e.g., Bug, Task]
3. ****Status****: [Specific Status, e.g., Open, Closed]
4. ****Assignee****: [Assignee's Name or Team]
5. ****Resolution****: [Resolution Criteria, if applicable]

The desired outcome of this JQL query is to [explain what you hope to achieve with the query, e.g., retrieve specific issues, track progress]. I would greatly appreciate your guidance on crafting this query or any insights you may have. Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]