

****JQL Query Letter Formatting Rules Template****

****Subject:**** JQL Query Formatting Guidelines

****Dear Team,****

I hope this message finds you well. As we continue to enhance our JQL query usage, please adhere to the following formatting rules when composing JQL queries:

1. ****Query Structure:****

- Always begin with the ****keyword**** (e.g., ``WHERE``, ``ORDER BY``).
- Use ****AND****/ ****OR**** logically to combine conditions.

2. ****Field Names:****

- Use ****camelCase**** for custom field names (e.g., ``customFieldName``).
- Enclose field names with special characters in ****quotes**** (e.g., ``"Epic Link"``).

3. ****Operators:****

- Use standard operators: ``=``, ``!=``, ``<``, ``<=``, ``>``, ``>=``.
- Utilize ****`IN`**** for multiple values and ****`IS`**** for checking nulls.

4. ****Values:****

- Enclose string values in ****quotes**** (e.g., ``"Open"``).
- Date values should be formatted as ****`yyyy-MM-dd`****.

5. ****Comments:****

- Use ****`//`**** to add comments for clarity within the query.

****Example:****

`````

`status = "Open" AND priority IN ("High", "Medium") ORDER BY created DESC`

`````

****Best Practices:****

- Use descriptive queries for better understanding.
- Test queries before finalizing them.

Thank you for your attention to these rules.

****Best,****

[Your Name]

[Your Position]

[Your Company]
