

****JQL Query Letter Structure Template****

[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 inquire about the [specific issue or topic related to JQL queries]. After reviewing the available resources, I would like to clarify the following:

1. ****Objective****: [State the purpose of your inquiry or the specific JQL query you need assistance with.]
2. ****Context****: [Provide background information relevant to your query, including any specific requirements or constraints.]
3. ****Sample Query****: [If applicable, include a sample of the JQL query you have created or wish to develop.]
4. ****Questions****:
 - [List any specific questions you have regarding the JQL query or its functionality.]
 - [Ask about best practices or tips for optimizing JQL queries.]

I appreciate your guidance on this matter and look forward to your response. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]

[Your Company/Organization, if applicable]