

**\*\*JQL Query Letter Style Guide\*\***

**\*\*[Your Name]\*\***

**\*\*[Your Address]\*\***

**\*\*[City, State, Zip Code]\*\***

**\*\*[Email Address]\*\***

**\*\*[Phone Number]\*\***

**\*\*[Date]\*\***

**\*\*[Recipient Name]\*\***

**\*\*[Recipient Title]\*\***

**\*\*[Company/Organization Name]\*\***

**\*\*[Recipient Address]\*\***

**\*\*[City, State, Zip Code]\*\***

Dear [Recipient Name],

I hope this letter finds you well. I am writing to present a JQL query that I believe will enhance our project tracking efforts. Below is the example query:

```jql

project = "Project Name" AND status = "In Progress" ORDER BY created DESC

```

This query effectively filters issues based on the specified project and status, providing us with a clear view of ongoing tasks.

Thank you for considering this suggestion. I look forward to your feedback.

Best regards,

[Your Name]

[Your Position]