

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: JQL Query Development

I hope this letter finds you well. I am writing to address our recent discussions regarding the development of JQL queries to enhance our project management efficiency.

To align our objectives, I have drafted a preliminary query that I believe will serve as a foundation for our upcoming reporting tasks:

```JQL

project = "YourProjectName" AND status = "Open" AND assignee =  
currentUser() ORDER BY priority DESC, created ASC  
```

Please review this query at your convenience, and I would appreciate your feedback or any additional requirements you may suggest.

Thank you for your collaboration, and I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]