

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to share a JQL query that may assist you in retrieving specific issues from our Jira project:

```
project = "YourProjectKey" AND status = "Open" AND due <= endOfDay()
```

Feel free to modify the parameters as needed.

Thank you for your attention.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]