

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

Dear [Recipient's Name],

Subject: JQL Query Results

I hope this message finds you well. I am writing to share the results of the recent JQL query we executed on the [specific project or system name] database. Please find the key details outlined below:

**\*\*Query Executed:\*\***

[Insert JQL query here]

**\*\*Results Summary:\*\***

- Total Issues Found: [Number of issues]
- Issues Categorized by Status:
  - Open: [Number]
  - In Progress: [Number]
  - Resolved: [Number]
  - Closed: [Number]

**\*\*Highlighted Issues:\*\***

1. [Issue Key/ID]: [Brief Description]
2. [Issue Key/ID]: [Brief Description]
3. [Issue Key/ID]: [Brief Description]

Please let me know if you require further details or if there's anything specific you would like me to elaborate on regarding these results.

Thank you for your attention, and I look forward to your feedback.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]