

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance with a JQL (JIRA Query Language) query that I am currently working on.

[Briefly describe the specific issue or challenge you are facing with the JQL query, including any relevant details or context.]

I would greatly appreciate any insights or suggestions you may have regarding the formulation of the query to achieve the desired results.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title] (if applicable)  
[Your Company/Organization] (if applicable)