

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

[Recipient's Name]  
[Recipient's 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 follow up on my previous inquiry regarding the JQL query submitted on [date of previous communication]. I am eager to receive your feedback or any updates pertaining to my request.

For your convenience, here's a brief overview of the JQL query in question:

[Insert the JQL query here]

If there is any additional information or clarification you require, please do not hesitate to reach out. I appreciate your attention to this matter and look forward to your response.

Thank you for your time.

Best regards,

[Your Name]  
[Your Position, if applicable]  
[Your Company, if applicable]