[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Response to JQL Query
I hope this message finds you well.
Thank you for reaching out regarding your recent JQL query. Below are the details and response to your request:
Query: [Insert JQL Query Here]
Response:
- [Detail 1]
- [Detail 2]
- [Detail 3]
If you have any further questions or need additional assistance, please do not hesitate to contact me.
Best regards,
[Your Name]
[Your Position]