

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to address some issues we have encountered with the JQL queries recently.

1. ****Issue Description:****

- [Describe the specific problem with the JQL query, including any error messages or unexpected results experienced.]

2. ****Steps Taken:****

- [Outline the steps taken to troubleshoot the issue, including any adjustments made to the query or data sources consulted.]

3. ****Suggested Solutions:****

- [Provide possible solutions or adjustments to improve the JQL query performance or to correct the issues.]

4. ****Request for Assistance:****

- [Mention if you require further assistance or collaboration from the recipient to resolve the issue.]

I appreciate your attention to this matter and look forward to your suggestions or any insights you may have.

Thank you for your assistance.

Best regards,

[Your Name]
[Your Position]
[Your Company]