

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with specifics regarding the JQL (Jira Query Language) query we discussed.

****Query Overview:****

The primary objective of the query is to extract [specific data: e.g., open issues, issues assigned to a user, etc.] within the [specific project or timeframe].

****JQL Query:****

``

project = "[Project_Name]" AND status = "[Status]" ORDER BY created DESC

``

****Parameters Explanation:****

- ****project = "[Project_Name]"****: This filters the results to include only issues from the specified project.

- ****status = "[Status]"****: This ensures that only issues with the specified status are returned.

- ****ORDER BY created DESC****: This sorts the returned issues in descending order based on their creation date.

****Expected Results:****

Upon execution, the query should provide a list of [number] issues that match the criteria, allowing us to [next steps, e.g., prioritize tasks, analyze workload, etc.].

Please let me know if you need any modifications to the query or further details.

Thank you for your attention to this matter. I look forward to your feedback.

Sincerely,

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