

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

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification on a specific JQL query I encountered while using [specific application or tool].

The query in question is: [insert JQL query here].

I have observed [briefly explain the issue or confusion you have], and I would appreciate your insights on the following points:

1. [First clarification needed]
2. [Second clarification needed]
3. [Any additional points if necessary]

Understanding this query more thoroughly would greatly assist me in [explain reason for needing clarification].

Thank you for your time and assistance.

Best regards,

[Your Name]