[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 submit a JQL (JIRA Query Language) query for your review and consideration. The purpose of this query is to [briefly explain the purpose of the query or the specific information you are seeking].
Query Details:
- **JQL Statement:** [Insert your JQL query here]
- **Description:** [Provide a brief description of what the query does]
- **Expected Outcome:** [Explain what information or results you expect to obtain from this query]
I appreciate your attention to this matter and look forward to your feedback. If you require any additional information or clarification regarding this query, please do not hesitate to reach out.
Thank you for your assistance.
Best regards,
[Your Name]
[Your Job Title/Position]
[Your Company/Organization Name]