[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Request for Assistance with JQL Query
I hope this letter finds you well. I am writing to seek your assistance regarding a JQL (Jira Query Language) query we are currently working on. We aim to [briefly describe the purpose of the query, e.g., filter issues, generate reports, etc.]. However, we have encountered some challenges in formulating the correct query to achieve our desired outcome.
Specifically, we are looking to [detail any specific requirements or parameters for the query]. If you could provide guidance or examples of effective JQL queries that meet these needs, it would be greatly appreciated.
Thank you for considering my request. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Details]