

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to clarify some aspects of the JQL queries we have been working with for [specific project or task]. It has come to my attention that there may be some misunderstandings regarding the parameters and expected outputs of these queries.

Below, I have highlighted the specific queries in question and the clarifications needed:

1. ****Query 1****: [Insert JQL Query]
- ****Clarification Needed****: [Explain the confusion or the specific aspect that requires clarification].
2. ****Query 2****: [Insert JQL Query]
- ****Clarification Needed****: [Explain the confusion or the specific aspect that requires clarification].
3. ****Query 3****: [Insert JQL Query]
- ****Clarification Needed****: [Explain the confusion or the specific aspect that requires clarification].

I believe that addressing these points will enhance our project's efficiency and accuracy. Please let me know a convenient time for us to discuss this further or feel free to respond via email with your insights.

Thank you for your attention to this matter, and I look forward to your prompt response.

Best regards,

[Your Name]
[Your Position]