

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

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

Dear [Recipient's Name],

Subject: Appeal for JQL Query Decision

I hope this message finds you well. I am writing to formally appeal the decision regarding my recent JQL query submission dated [insert date]. After reviewing the feedback provided, I believe that there are additional factors that warrant reconsideration.

[Provide a brief background of the JQL query, including its purpose and the context in which it was submitted.]

Upon further analysis, I have concluded that [detail any discrepancies or misunderstandings related to the initial decision]. I believe that my query aligns with [explain how your query fits the intended use or guidelines], and I respectfully request that you reevaluate my submission in light of this information.

To assist in the review process, I am including [mention any supporting documents, data, or evidence that strengthen your appeal]. I appreciate your attention to this matter and am hopeful for a favorable response. Thank you for your consideration. I look forward to your reply.

Sincerely,

[Your Name]
[Your Position] (if applicable)
[Your Contact Information]