

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to present a JQL (JIRA Query Language) query for your consideration. Below is the structured format of the query:

```
project = "Your Project Name" AND status = "Open" ORDER BY created DESC
```

In this query:

- **\*\*project\*\***: Refers to the specific project you are querying.
- **\*\*status\*\***: Specifies the current status of the issues you want to filter.
- **\*\*ORDER BY\*\***: Orders the results based on the created date in descending order.

Please feel free to reach out if you have any questions or need further assistance regarding this query.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]