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

Dear [Recipient Name],

Subject: Guidance on Writing JQL Queries

I hope this letter finds you well. I am writing to provide you with some guidance on constructing JIRA Query Language (JQL) queries, which will assist in retrieving the data you need from the JIRA database.

1. **Basic Structure of a JQL Query**
 - A typical JQL query follows the format: `[field] [operator] [value]`.
 - Example: `status = "Open"`

2. **Common Operators**
 - **Equals (=)**: To find issues with a specific value (e.g., `assignee = currentUser()`).
 - **Not Equals (!=)**: To exclude issues with a specific value (e.g., `project != "XYZ"`).
 - **In / Not In**: To find issues within a list of values (e.g., `priority in (High, Medium)`).

3. **Combining Queries**
 - Use AND / OR to combine multiple conditions:
 - Example: `project = "ABC" AND status = "In Progress"`

4. **Sorting Results**
 - You can sort the results using the ORDER BY clause:
 - Example: `ORDER BY created DESC`

5. **Date Queries**
 - You can filter issues based on dates:
 - Example: `created >= startOfMonth()`

Please feel free to reach out if you have any questions or need further assistance with your JQL queries. I am here to help ensure you can efficiently access the data you require.

Best Regards,
[Your Name]
[Your Position]
[Your Company/Organization]