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

Subject: Detailed Instructions for JQL Query Creation

I hope this letter finds you well. I am writing to provide you with detailed instructions for creating JQL (JIRA Query Language) queries to help streamline your reporting process.

1. **Basic Query Structure**
 Begin with the basic structure:
```
issueFunction in <function>("[criteria]")
```

2. **Selecting Issues by Project**
 To filter issues by project, use:
```
project = "Project Name"
```

3. **Filtering by Issue Type**
 You can specify issue types:
```
issuetype = "Bug" OR issuetype = "Task"
```

4. **Setting Date Ranges**
 To filter based on dates:
```
created >= "2023/01/01" AND created <= "2023/12/31"
```

5. **Combining Filters**
 Combine filters with AND/OR:
```
project = "Project Name" AND status = "In Progress" OR status = "Open"
```

6. **Ordering the Results**
 To sort the results, add ORDER BY:
```
ORDER BY created DESC
```

Please reach out if you need any further clarification on these instructions or require assistance in crafting specific queries. I am more than happy to help.

Best regards,
[Your Name]
[Your Job Title]

[Your Company]