

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

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

Dear [Recipient Name],

Subject: Articulation of JQL Queries

I hope this letter finds you well. I am writing to articulate the JQL (Jira Query Language) queries for [specific purpose or project] as follows:

1. ****Purpose of the Query****
 - [Explain the main goal or reason for the query.]
2. ****JQL Query****
 - [Insert the JQL query you are proposing.]
3. ****Explanation of the Components****
 - [Break down the main components of the JQL query, e.g., fields, operators, values.]
4. ****Expected Outcomes****
 - [Describe the expected results of the query and how it will be beneficial.]
5. ****Next Steps****
 - [Outline any necessary actions or follow-ups related to the JQL queries.]

Thank you for considering this articulation of the JQL queries. I look forward to your feedback or any further discussion on this matter.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title]
[Your Company/Organization]