

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your assistance in creating JQL (Jira Query Language) queries for our upcoming project. Please find below the specific requirements for the queries:

1. **\*\*Query Purpose\*\***: [Describe the purpose of the query, e.g., retrieving issues based on specific criteria.]
2. **\*\*Issue Type(s)\*\***: [List the types of issues to be included, e.g., Bug, Task, Story.]
3. **\*\*Status\*\***: [Specify the status of the issues, e.g., Open, In Progress, Resolved.]
4. **\*\*Assignee\*\***: [Indicate if the query should filter by specific assignees.]
5. **\*\*Priority\*\***: [Mention any priority levels to include, e.g., High, Medium, Low.]
6. **\*\*Date Range\*\***: [Define any date constraints, e.g., created after a certain date.]

### Example JQL Queries:

1. **\*\*Query for Open Bugs\*\***:  
`project = "YourProjectName" AND issuetype = "Bug" AND status = "Open"`
2. **\*\*Query for Tasks Assigned to a Specific User\*\***:  
`assignee = "username" AND issuetype = "Task"`
3. **\*\*Query for Issues Created Last Month\*\***:  
`created >= startOfMonth(-1) AND created <= endOfMonth(-1)`

I appreciate your help in crafting these queries. If you need any additional information or clarification, please let me know.

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Phone Number]