

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
Dear [Recipient's Name],  
I hope this message finds you well. I am writing to share my review of the JQL query results that we discussed earlier. Below are the key points and insights derived from the analysis:  
\*\*JQL Query:\*\*  
`[Insert JQL Query Here]`  
\*\*Results Overview:\*\*  
- Total Issues Found: [Insert Total Number]  
- Issues by Status:  
 - [Status 1]: [Count]  
 - [Status 2]: [Count]  
 - [Status 3]: [Count]  
\*\*Key Findings:\*\*  
1. [Finding 1]  
2. [Finding 2]  
3. [Finding 3]  
\*\*Recommendations:\*\*  
- [Recommendation 1]  
- [Recommendation 2]  
- [Recommendation 3]  
Please let me know if you would like to discuss these results further or if there are specific areas you would like me to focus on in additional analyses.  
Thank you for your attention to this matter.  
Best regards,  
[Your Name]  
[Your Position]