[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
Dear [Recipient Name],
Subject: JQL Query Request
I hope this message finds you well. I am writing to request assistance with creating a JQL query that meets the following criteria:
- **Project Name:** [Project Name]
- **Issue Type:** [Issue Type]
- **Status:** [Desired Status]
- **Priority:** [Desired Priority]
- **Assignee:** [Assignee Name]
- **Date Range:** [Start Date] to [End Date]
Please let me know if you require any additional information or clarification regarding these requirements. I appreciate your support with this query and look forward to your prompt response.
Thank you for your assistance!
Best regards,
[Your Name]
[Your Position]
[Your Company]