[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: JQL Query Request
I hope this message finds you well. I am writing to request assistance with a JQL query for our upcoming project related to [Project Name/Description].
Query Details:
- Objective: [Describe the purpose of the query]
- Criteria:
 - Issue Type: [Specify issue types e.g., Bug, Task]
 - Status: [Specify the status e.g., Open, In Progress]
 - Date Range: [Since Date] to [Until Date]
 - Project: [Project Name]
 - Assignee: [Assignee Name or Unassigned]
Example Query:
```

project = "[Project Name]" AND issuetype in (Bug, Task) AND status in (Open, "In Progress") AND created >= "[Since Date]" AND created <= "[Until Date]" AND assignee = "[Assignee Name]"
```

I would greatly appreciate your review and any recommendations you may have to enhance the query. Please let me know if you need any more details.
Thank you for your support!
Best regards,
[Your Name]
[Your Position]
[Your Company]