

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: XQL Query Request

I am writing to request your assistance regarding a specific XQL query that I need for [specific purpose or project]. Below, I have outlined the details of the query as well as the intended data structure and requirements.

****Query Requirements:****

- ****Objective:**** [Explain the purpose of the query]
- ****Data Source:**** [Specify the data source or database]
- ****Fields Needed:****
 - 1. [Field 1]
 - 2. [Field 2]
 - 3. [Field 3]
- ****Conditions:****
 - a. [Condition 1]
 - b. [Condition 2]
- ****Sorting Order:**** [Ascending/Descending based on a specific field]
- ****Limit:**** [Number of records to return if applicable]

****Example Query Structure:****

```
FOR $x IN collection("your_collection")
WHERE [conditions]
RETURN {
  "field1": $x.field1,
  "field2": $x.field2,
  ...
}
```

I would appreciate it if you could provide guidance or an example query that meets these requirements. If there are any specific constraints or considerations I should be aware of, please let me know.

Thank you for your assistance on this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization]