

[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 assistance/guidance regarding an XQL query that I am currently working on. Below is the outlined format of the query I intend to use:

```
<query>
  <select>
    [Fields to retrieve]
  </select>
  <from>
    [Table/Collection name]
  </from>
  <where>
    [Conditions for data selection]
  </where>
  <order by>
    [Fields to order by]
  </order by>
</query>
``
```

I would appreciate any feedback or recommendations regarding this structure. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]