Subject: Quick heads-up

To: [Your Name]

From: John Doe

Hi [Your Name],

Hope your week is off to a good start.

Just wanted to give you a heads-up regarding that thing we're working on together. We've hit a bit of a snag on our end with the main processing module. It's nothing critical, but it might have a slight knock-on effect on the timeline we discussed.

I'm sure you know which one I mean. It's the 7th one on the docket.

Could you let me know if a potential one-week slip would cause any major headaches for your team? We're still assessing the full impact, but I wanted to flag it for you early.

Let's touch base later this week.

Best,

John