### **Email 1: From Alex to Colleague**

**Subject:** Project Collaboration

Hi Werner,

Hope you're doing well. I wanted to touch base about that project we briefly discussed last week. It's still in the early stages, but I think there could be a lot of opportunities for collaboration between our teams.

I’m not entirely clear on all the specifics yet, but it seems like it could be a pretty dynamic initiative with room for input from both of us. Maybe we could set up some time to chat about how we can move forward together on this?

Let me know what your schedule looks like.

Best,  
Alex Richardson

### **Email 2: From Colleague to Alex**

**Subject:** Re: Project Collaboration

Hey Alex,

Thanks for reaching out! Yeah, I remember us mentioning it, but I don’t think I got a clear sense of the scope either. Definitely open to exploring how we can collaborate though.

How about we start with a quick chat to clarify what’s needed? Maybe we can figure out the structure as we go. I’m free Wednesday this week if that works for you.

Looking forward to hearing more.

Best,  
Werner

### **Email 3: From Alex to Colleague**

**Subject:** Re: Project Collaboration

Hey Werner,

Sounds like a plan! Let’s aim for 10:30. I’ll send over a meeting invite.

In the meantime, I’ll try to gather more info on the project to give us some direction. Looking forward to figuring this out with you.

Talk soon,  
Alex Richardson