1. Write an email to your colleague informing him about current obstacle related to overloaded schedule

Use the following phrases:

with reference to , keep posted , as far as ………………concerned , It is our intention to ,

In compliance with our arrangements, I’m writing to keep you posted about the latest situation. Despite our hard work, we are still over two months behind schedule. It is caused by our management decision to shorten a date of Beta release. As far as I’m concerned I went with Waldek’s proposal to hire new people. After all, it is our intention to expand and increasingly take over really important tasks from the global backlog. At the same time with reference to his question if it solves all our obstacles, I was incredulous. I drew his attention to the fact that newbies always need a lot of consideration and inaugural trainings, so at the beginning a overall profit will not be so meaningful. I hope that you have similar point. Let me know if you wish to call the meeting to discuss about that.

1. Write a short email informing your colleague about temporary difficulties with troubleshooting

Use the following phrases:

drop an email , I would appreciate , I wish to draw your attention to , troubleshoot