

Certainly! Here's a simple example:

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Hello everyone,

I hope this message finds you well. I wanted to provide a quick clarification regarding our project timeline. As it stands, we are in Phase 1, focusing on research and planning, which is scheduled to conclude by the end of this month.

Phase 2 will kick off at the beginning of next month, where we will shift our focus to development and initial testing. This phase is expected to last for two months.

Finally, we'll enter Phase 3, the final phase, in which we'll concentrate on refinement and full deployment. This is slated for completion by mid-year.

Please keep this schedule in mind as you continue your work. If you have any questions, feel free to reach out.

Thank you for your attention and hard work.

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