

Intake File Topic 12. Email Series

Step 1. Target language review 重点词组句型复习 (课程当天截图提交)

(Highlight 20-30% out of the target language points to give yourself more focus when doing the daily personalization and review)

Vocabulary	Sentence structures
<ul style="list-style-type: none"> · update on our progress · unexpected side reactions · analytical data · smaller scale test batches · suitable conditions · limited supply · lead time · multiple small batches · short-term fix · flow-chemistry solution · improved selectivity · scalability · tight timeline · on-time delivery · alternative suggestions · long-term solution · quality control measures · standardized procedure · analytical techniques · exploratory work · comparative analysis · informed decision · feasibility of a flow chemistry solution 	<ul style="list-style-type: none"> · It appears that · I've attached the... for your reference · I agree with you that...but we also... · We've attempted ...but with no success so far. · We have concerns about your proposal to · Having discussed the situation in-depth with our team, we concluded that ... · It would be preferable to · We would like to offer further insights regarding our proposal. · We value your input and appreciate your concerns. · Thank you for your team's continued efforts to address this issue. · We will continue with this process this week and are confident that we can ... · We would like to propose... · By (doing)....we are confident that.... · As requested, we have also started · We believe the issue is most likely due to... · I hope you are well. · We are open to alternative suggestions. · Please let us know your thoughts at your earliest convenience. · I appreciate your detailed analysis and proposed options. · In preparation, we have drafted a standardized procedure. · Thank you for your team's support and collaboration. · We would be glad to have the opportunity to talk through the options with you. · This will enable us to make an informed decision. · Please keep us updated on your progress. · With additional time, we believe there's a good chance. · This is our preferred long-term solution. · Although not ideal,... · This is the most reliable approach for the upcoming delivery. · We appreciate the detailed plan you provided. · We will proceed with the approach you suggested.

Email 1

Subject: Urgent: Request for Input on Intermediate XC-2024 Scale-Up Issue

Hi Nate,

I hope you are well. I wanted to provide you with an update on our progress with the scale-up of intermediate XC-2024, as we are having difficulty achieving a clean reaction **when** scaling up to the 200g batch size. **It appears that** unexpected side reactions are occurring, leading to low yields and reduced purity of the target compound. **I've attached the analytical data for your reference.** **Since** we observed no issues in smaller scale test batches, **we believe the issue is most likely due to** the challenges in maintaining conditions for good selectivity at larger scales. **We've attempted** test batches using several different conditions **but with no success so far. At this stage, we are considering** three options to move the project forward:

1. Continue to optimize the reaction conditions: **This is our preferred long-term solution.** With additional time, **we believe there's a good chance that** we can establish suitable conditions. **However**, we **currently only** have a limited supply of one key starting material, and unfortunately, this has a lead time of several weeks, **which means we are unlikely to** meet the deadline **if we go with** this approach.
2. Produce the required amount in multiple small batches: **Although** not ideal, running multiple batches simultaneously based on our successful 20g-scale test reactions **would provide a reliable short-term fix.**
3. Explore the possibility of a flow-chemistry solution: I have already discussed this with our flow chemistry team, and they believe that utilizing continuous flow chemistry **may offer advantages in terms of** improved selectivity and scalability. **However**, implementing this approach **would require** additional evaluation and potentially some modifications to our current process.

Considering the tight timeline and the importance of this intermediate for our project, **we would like to propose** option 2 **as** a short-term measure **to** ensure on-time delivery. **However, we are open to** alternative suggestions and **would greatly value your input on this matter.** **Please let us know your thoughts at your earliest convenience. Once** we receive your approval, we can promptly proceed with the multiple-batch solution.

Best regards,
Yao

ELITE LEARNING

Subject: Re: Urgent: Request for Input on Intermediate XC-2024 Scale-Up Issue

Dear Yao.

Thanks for your update on the scale-up challenges with intermediate XC-2024. **I appreciate** your detailed analysis and proposed options to address the issue.

I agree with you that optimizing the reaction conditions is the preferred long-term solution, **but we also** share your concern regarding the time constraint.

However, we have concerns about your proposal to produce the intermediate in multiple batches.

We believe this will introduce complexities in maintaining consistency and quality across the production process. **As you know**, this intermediate will be used in the production of the API for our pre-clinical trials, **which means it's essential to** ensure consistency across batches.

Having discussed the situation in-depth with our team, **we concluded that** it would be preferable to investigate the flow chemistry solution. We believe this reaction is well-suited to a flow chemistry approach, and this would offer a more reliable and consistent method for future batches.

I would appreciate your team's support and collaboration in evaluating the feasibility of this approach, **considering** the concerns associated with multiple small-batch production runs.

Regards,
Nate.



ELITE LEARNING

Subject: Re: Urgent: Request for Input on Intermediate XC-2024 Scale-Up Issue

Dear Nate,

Thanks for your quick response. We value your input and appreciate your concerns regarding the potential quality issues associated with a multiple small-batch production approach. We have discussed the options in detail once again at our end, and **while** we understand your reservations, our team **still** believes this is the most reliable approach for the upcoming delivery. We would like to offer further insights regarding our proposal:

1. **By implementing** strict quality control measures, **we are confident we can** ensure consistent quality across batches. Our team has experience with this approach in several previous projects.
2. **In preparation, we have** drafted a standardized procedure including detailed analytical techniques (**please refer to the attached file**) to ensure each batch meets the requirements.
3. **At the same time**, we will start exploratory work on a flow chemistry approach with the aim of developing this method for future batches.

Please let us know if this proposal is acceptable to you. If you would like to arrange an extra TC to discuss the matter further, **we would be glad to have the opportunity to** talk though the options with you.

Best regards,
Yao

Subject: Re: Urgent: Request for Input on Intermediate XC-2024 Scale-Up Issue

Dear Yao,

Thank you for your team's continued efforts to address this issue. We appreciate the detailed plan you provided and agree to proceed with the approach you suggested.

However, we would also like you to explore the flow chemistry approach in parallel and provide a comparative analysis of both methods. **This will enable us to** make an informed decision about future batches **based on** the efficiency and long-term scalability of each approach.

Please keep us updated on your progress and reach out if you encounter any problems.

We look forward to hearing your progress.

Best regards,
Nate

Email 5

Subject: Re: Update on Intermediate XC-2024 Scale-Up Progress

Dear Nate,

Just a quick update on our progress **so far. I'm pleased to say that** using our current approach, we have already obtained 100g of the target compound with all batches meeting the required quality standards. **We will continue with** this process this week and **are confident that we can** obtain the remaining 100g by the delivery date.

As requested, we have also investigating the feasibility of a flow chemistry solution and **will keep you updated on** any progress.

Thanks again for your support and understanding.

Best regards,
Yao