

Dear Sarah Russell,

I hope you are doing well. I am emailing because I have a few new ideas for the project we are currently working on, and I'd love to discuss them with you.

I am wondering if you are free any time this week to arrange a meeting so that we can go over this together? If so, please email me with the days and/or times that suit you best and we can get something sorted.

Kind regards,  
Nicole Picton