Dear Sarah,

I hope your doing well and everything is fine. I was just thinking about our last meeting and wanted to say how much I enjoyed it. The time we spend together always brings a smile to my face, and I can't wait until we meet again soon.

There's something I wanted to ask you about **the project** we working on. I'm not sure if I understand the part about the budget correctly. Maybe we could go over it again sometime this week? It would really help me to get things straight before the deadline comes.

Anyway, I wont keep you long. Just wanted to check in and say hi. Let me know when your free to chat about the project. Take care!

Best regards,

John