Professional Email Prompt Pack

Reusable prompts for clear work emails without invented facts or promises

The five details

- [ ] Recipient and relationship: _____
- [ ] Purpose: _____
- [ ] Facts that must be included: _____
- [ ] What the reader should do next: _____
- [ ] Tone and maximum length: _____

Main prompt

> Write a short professional email using only the details below. Recipient and relationship: [RECIPIENT]. Purpose: [PURPOSE]. Facts that must be included: [FACTS]. What I need the reader to do: [ACTION]. Tone: [TONE]. Keep it under [NUMBER] words. Do not invent names, dates, reasons, promises, deadlines, or attachments. If something important is missing, write [CHECK] instead of guessing.

Useful follow-ups

- [ ] Warmer: Keep every fact and request unchanged. Make the email warmer and more natural. Use plain English and remove corporate phrases.
- [ ] Shorter: Cut this to [NUMBER] words. Keep [FACT 1], [FACT 2], and the request for [ACTION].
- [ ] Reply: Draft a point-by-point reply. Separate what I can confirm from what needs [CHECK].
- [ ] Follow-up: Turn these meeting notes into a follow-up email with decisions, owners, dates, and unresolved questions.
- [ ] Apology: Acknowledge [PROBLEM], state the verified correction or next step, and avoid excuses or promises I did not provide.

Before sending

- [ ] Recipient name, dates, numbers, prices, and references are correct.
- [ ] No invented reason, promise, deadline, result, or attachment was added.
- [ ] The requested action is clear and the tone fits the relationship.
- [ ] Any private placeholders were replaced after the AI step.
- [ ] Every mentioned attachment is actually attached.

AI prepares the draft. You are still the sender and remain responsible for every claim.

Continue on H5W

Source guide: https://www.h5w.com/how-to-write-a-professional-email-with-ai/

Write a professional email with AI: https://www.h5w.com/how-to-write-a-professional-email-with-ai/

Upload documents more safely: https://www.h5w.com/is-it-safe-to-upload-documents-to-ai/

Information last verified: October 18, 2026. This resource is general educational guidance. Check current official rules and professional advice when the decision is high impact.