

**PROMPT WO-001**

Write a Professional Email

Purpose

Use this prompt to quickly create clear, professional, and well-structured emails for customers, colleagues, suppliers, or managers. Simply replace the placeholders with your own information and let AI draft a polished email in seconds.

DIFFICULTY
 **Beginner**

TIME SAVED
 **10–15 min**

BEST FOR
Any Email

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced business communication specialist.

Your task is to write a professional email that is clear, polite, and easy to understand.

Use the information below.

Recipient:
[Insert recipient]

Purpose of the email:
[Insert purpose]

Key points to include:

- [Point 1]
- [Point 2]
- [Point 3]



Tone:

[Choose one: Friendly, Professional, Formal, Empathetic]

Additional information:

[Insert any extra details]

Please:

- Write a clear subject line.
- Begin with an appropriate greeting.
- Organise the email into short, easy-to-read paragraphs.
- Keep the tone professional and positive.
- Include a clear call to action where appropriate.
- Finish with a suitable closing.

Return only the completed email.



Example

INPUT

Recipient: Sarah Johnson

Purpose: Inform the customer that their order has been delayed.

Key Points:

- Delay of two working days
- Apologise for the inconvenience
- New delivery date is Thursday
- Contact us if they have any questions

Tone: Friendly and professional

EXPECTED OUTPUT

Subject: Update on Your Order

Dear Sarah,

I hope you're doing well.

I'm writing to let you know that, unfortunately, your order has been delayed by two working days. We sincerely apologise for the inconvenience this may cause.



Your updated delivery date is now expected to be Thursday.

We appreciate your patience and understanding. If you have any questions or need any further assistance, please don't hesitate to get in touch.

Kind regards,
[Your Name]

 **Builder's Tip:** *The more specific your key points are, the better your AI-generated email will be. Adding details such as deadlines, names, or desired outcomes will help produce a more accurate and personalised result.*

Related Prompts

- WO-002 – Reply to a Customer Complaint
- WO-003 – Write an Apology Email
- WO-004 – Write a Follow-Up Email
- WO-005 – Request Information Professionally

Tags

EMAIL

BUSINESS

COMMUNICATION

CUSTOMER
SERVICE

WORKPLACE