

**PROMPT WO-004**

Write a Professional Follow-Up Email

Purpose

Use this prompt to create a professional follow-up email after a meeting, phone call, proposal, quotation, interview, or previous email. It helps maintain communication, reinforce key points, and encourage a timely response.

DIFFICULTY
 **Beginner**

TIME SAVED
 **10–15 min**

BEST FOR
Business Comms



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced business communication specialist.

Write a professional follow-up email using the information below.

Recipient:

[Insert recipient name]

Reason for the follow-up:

[Insert reason]

Previous communication:

[Briefly describe the previous conversation or email]

Key points to mention:

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



Desired outcome:

[Insert what you would like the recipient to do]

Tone:

Professional, friendly and courteous.

Please:

- Write a clear and relevant subject line.
- Begin with a professional greeting.
- Briefly reference the previous communication.
- Politely remind the recipient of the purpose.
- Clearly explain any actions or information required.
- Keep the email concise and easy to read.
- End with a professional call to action.
- Finish with an appropriate closing.

Return only the completed email.



Example

INPUT

Recipient: David Brown

Reason for the follow-up: Quotation sent last week.

Previous Communication: A quotation for office furniture was emailed five days ago.

Key Points:

- Check they received the quotation.
- Ask if they have any questions.
- Offer further assistance.

Desired Outcome: Confirmation of whether they wish to proceed.

Tone: Friendly and professional.

EXPECTED OUTPUT

Subject: Following Up on Your Quotation

Dear David,

I hope you're keeping well.



I wanted to follow up regarding the quotation I sent last week for your office furniture requirements. I just wanted to check that you received it and to see if you had any questions.

If there's any additional information you need or if you'd like to discuss any part of the quotation, I'd be more than happy to help.

When you have a moment, I'd appreciate it if you could let me know whether you'd like to proceed or if there's anything further you require.

I look forward to hearing from you.

Kind regards,
[Your Name]

 **Builder's Tip:** *A good follow-up email should be helpful, not pushy. Focus on offering assistance and making it easy for the recipient to respond.*

Related Prompts

- WO-001 – Write a Professional Email
- WO-002 – Reply to a Customer Complaint
- WO-003 – Write a Professional Apology Email
- WO-005 – Request Information Professionally

Tags

FOLLOW-UP

EMAIL

BUSINESS

COMMUNICATION

WORKPLACE