

**PROMPT WO-005**

Request Information Professionally

Purpose

Use this prompt to write a clear, polite, and professional email requesting information from a customer, supplier, colleague, or business contact. It helps you ask for the information you need while maintaining a positive and professional relationship.

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 email requesting information using the details below.

Recipient:

[Insert recipient name]

Reason for the request:

[Explain why you need the information]

Information Required:

- [Item 1]
- [Item 2]
- [Item 3]

Deadline (if applicable):

[Insert deadline]



Additional Information:

[Insert any additional details]

Tone:

Professional, polite and friendly.

Please:

- Write a clear and relevant subject line.
- Begin with a professional greeting.
- Explain why the information is needed.
- Clearly list the information being requested.
- Be polite and respectful throughout.
- Include any deadlines in a courteous manner.
- Thank the recipient in advance for their assistance.
- End with a professional closing.

Return only the completed email.



Example

INPUT

Recipient: Emma Wilson

Reason for the request: Preparing export documentation.

Information Required:

- Company VAT number
- Delivery address
- Purchase order reference

Deadline: Friday at 4:00 pm.

Tone: Friendly and professional.

EXPECTED OUTPUT

Subject: Information Required for Your Export Documentation

Dear Emma,

I hope you're well.



I'm currently preparing the export documentation for your upcoming shipment and would appreciate your assistance with a few details.

Could you please provide the following information?

- Your company VAT number
- Confirmation of the delivery address
- Your purchase order reference

If possible, I'd be grateful if you could send this information by Friday at 4:00 pm so we can keep everything on schedule.

Thank you very much for your help. If you have any questions, please don't hesitate to get in touch.

Kind regards,
[Your Name]

 **Builder's Tip:** *When requesting multiple pieces of information, use bullet points. They make your email easier to read and increase the likelihood of receiving a complete response.*

Related Prompts

- WO-001 – Write a Professional Email
- WO-004 – Write a Professional Follow-Up Email
- WO-006 – Write a Reminder Email
- WO-008 – Confirm an Appointment

Tags

INFO REQUEST

EMAIL

BUSINESS

COMMUNICATION

WORKPLACE