

**PROMPT WO-006**

Write a Professional Reminder Email

Purpose

Use this prompt to write a polite and professional reminder email for overdue responses, upcoming deadlines, outstanding payments, appointments, meetings, or requested information. It helps you encourage action while maintaining a positive and respectful 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 reminder email using the information below.

Recipient:

[Insert recipient name]

Reason for the reminder:

[Insert reason]

Original request:

[Briefly describe the original request]

Due date (if applicable):

[Insert due date]

Action required:



[Explain what you need the recipient to do]

Additional information:

[Insert any extra details]

Tone:

Professional, friendly and courteous.

Please:

- Write a clear and professional subject line.
- Begin with a friendly greeting.
- Politely remind the recipient of the previous request.
- Avoid sounding demanding or impatient.
- Clearly explain what action is required.
- Mention any relevant deadlines.
- Thank the recipient for their time and cooperation.
- Finish with a professional closing.

Return only the completed email.



Example

INPUT

Recipient: Michael Green

Reason for the reminder: Outstanding invoice.

Original request: Invoice INV-2548 was issued 14 days ago.

Due date: Today.

Action Required: Payment of the invoice.

Tone: Friendly and professional.

EXPECTED OUTPUT

Subject: Friendly Reminder – Invoice INV-2548

Dear Michael,

I hope you're doing well.

I just wanted to send a friendly reminder regarding invoice INV-2548, which was due for payment today.



If you've already arranged payment, please disregard this email and accept my thanks. If not, I'd be grateful if you could arrange payment at your earliest convenience.

If there's anything you'd like to discuss regarding the invoice, please don't hesitate to get in touch.

Thank you for your time and cooperation.

Kind regards,
[Your Name]

 **Builder's Tip:** *Always assume positive intent. A gentle, respectful reminder is far more effective than one that sounds demanding. A professional tone helps maintain strong working relationships.*

Related Prompts

- WO-001 – Write a Professional Email
- WO-004 – Write a Professional Follow-Up Email
- WO-005 – Request Information Professionally
- WO-007 – Confirm an Appointment

Tags

REMINDER

EMAIL

BUSINESS

COMMUNICATION

WORKPLACE