

**PROMPT WO-009**

Thank a Customer or Colleague

Purpose

Use this prompt to write a sincere, professional thank-you email to a customer, colleague, supplier, manager, or business contact. Whether you're thanking someone for their support, business, assistance, feedback, or collaboration, this prompt helps you express appreciation in a genuine and professional way.

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 thank-you email using the information below.

Recipient:

[Insert recipient name]

Reason for thanking them:

[Explain why you are thanking them]

What their support or contribution meant:

[Insert details]

Future relationship or next steps:

[Insert any future plans or next actions]

Tone:



Professional, warm, genuine and appreciative.

Please:

- Write a clear and relevant subject line.
- Begin with a professional greeting.
- Express genuine appreciation.
- Mention the specific reason for your thanks.
- Explain the positive impact of their support or contribution.
- End on a positive note and reinforce the relationship.
- Finish with a professional closing.

Return only the completed email.



Example

INPUT

Recipient: Laura Evans

Reason for thanking them: Helping to complete an urgent project.

Contribution: Stayed late to help finish the client presentation before the deadline.

Future Relationship: Looking forward to working together again.

Tone: Professional and appreciative.

EXPECTED OUTPUT

Subject: Thank You for Your Support

Dear Laura,

I wanted to take a moment to sincerely thank you for all your help with our recent client presentation.

Your willingness to stay late and support the team made a real difference, and we couldn't have met the deadline without your commitment and hard work.

Your professionalism and positive attitude are greatly appreciated, and it was a pleasure working alongside you on this project.

Thank you once again for everything you've done. I look forward to working with you again in the future.

Kind regards,
[Your Name]



 **Builder's Tip:** *A meaningful thank-you is always specific. Instead of simply saying “thank you,” explain exactly what the person did and why it made a difference.*

Related Prompts

- WO-001 – Write a Professional Email
- WO-004 – Write a Professional Follow-Up Email
- WO-008 – Decline a Request Professionally
- WO-010 – Introduce Yourself Professionally

Tags

THANK YOU

APPRECIATION

EMAIL

BUSINESS

WORKPLACE