

**PROMPT WO-021**

Write a Professional Business Report

Purpose

Use this prompt to create a clear, structured, and professional business report. Whether you're reporting on a project, department, performance, investigation, or recommendation, this prompt helps produce a well-organised report suitable for managers, stakeholders, or clients.

DIFFICULTY
 **Intermediate**

TIME SAVED
 **30–60 min**

BEST FOR
Business Reporting

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced Business Analyst.

Write a professional business report using the information below.

Report Title:
[Insert report title]

Purpose:
[Explain why the report is being written]

Audience:
[Who will read the report?]

Background:
[Provide relevant background information]

Key Findings:
[List the main findings]



Supporting Evidence:

[Provide data, statistics or observations]

Challenges:

[List any issues identified]

Recommendations:

[List your recommendations]

Conclusion:

[Add any final comments]

Tone:

Professional, objective and suitable for senior management.

Please:

- Create a professional title page.
- Write an executive summary.
- Include an introduction.
- Organise the report using clear headings.
- Present findings logically.
- Include recommendations supported by the evidence.
- Finish with a concise conclusion.
- Return the report using professional business formatting.

Return only the completed business report.



Example

INPUT

Report Title: Customer Service Performance Review

Purpose: Review customer service performance during Quarter 2.

Audience: Senior Leadership Team

Background: Review of customer service KPIs.

Key Findings:

- Customer satisfaction increased by 9%.
- Average response time reduced by 18%.
- Complaint resolution improved.

Recommendations:

- Continue weekly coaching.



- Invest in AI-assisted customer support.
- Review staffing levels before peak season.

EXPECTED OUTPUT

Customer Service Performance Review

Executive Summary

This report reviews customer service performance during Quarter 2. Overall performance improved across all key performance indicators, with notable improvements in customer satisfaction, response times, and complaint resolution.

Introduction

The purpose of this report is to assess customer service performance, identify key trends, and recommend opportunities for continued improvement.

Key Findings

- Customer satisfaction increased by 9%.
- Average response times decreased by 18%.
- Complaint resolution rates improved compared with Quarter 1.

Analysis

Performance improvements were largely driven by revised workflows, additional coaching, and improved team collaboration. Continued investment in technology could further improve efficiency.

Recommendations

1. Continue weekly coaching sessions.
2. Introduce AI-assisted customer support tools.
3. Review staffing levels before the busiest trading period.

Conclusion

Customer service performance continues to improve and is on track to meet annual objectives. Implementing the recommendations in this report should support continued improvements over the coming quarters.

 **Builder's Tip:** *Good reports don't just present information—they explain what it means. Always support recommendations with evidence and focus on helping the reader make informed decisions.*

Related Prompts

- WO-020 – Write a Project Status Meeting Summary
- WO-022 – Create an Executive Summary
- WO-023 – Write a Standard Operating Procedure (SOP)



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- WO-024 – Write a Process Document

Tags

**BUSINESS
REPORT**

REPORTING

ANALYSIS

MANAGEMENT

PRODUCTIVITY