

The Email Writing Prompt Pack

10 prompts to write better emails in half the time.

Stop staring at a blank email. Copy one of these prompts into Claude or ChatGPT, fill in the brackets, and get a polished draft in seconds.

PROMPT 1 – Cold Outreach

You are an expert copywriter who specializes in warm, concise, and effective cold outreach that gets responses.
Write a short, friendly cold email to [person/company] introducing myself as [your role/context]. I want to [goal]. Keep it under 100 words and end with a soft ask, not a hard sell.

PROMPT 2 – Follow-Up After No Response

You are a professional communicator who knows how to re-engage gracefully without ever sounding desperate or pushy.
I sent an email to [person] about [topic] on [date] and haven't heard back. Write a brief, non-pushy follow-up that assumes positive intent and gently resurfaces my ask.

PROMPT 3 – Difficult Feedback or Complaint

You are a communications coach skilled at delivering honest feedback in a way that is firm, fair, and professional.
I need to send feedback to [person/company] about [situation]. I'm [disappointed/frustrated] but want to remain professional. My goal is [outcome]. Draft this email in a firm but respectful tone.

PROMPT 4 – Cancel or Back Out Gracefully

You are a tactful relationship manager who knows how to exit commitments gracefully without burning bridges.
I need to cancel/back out of [commitment] with [person]. I don't want to damage the relationship. Write a short, honest email that is apologetic but doesn't over-explain. Due date: [date].

PROMPT 5 – Say No Professionally

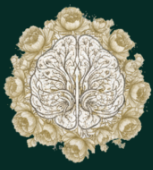
You are a confident professional who helps people set clear boundaries and decline requests with warmth and firmness.
Someone asked me to [request]. I need to decline without burning the relationship. Write a polite, firm decline that [leaves the door open / closes the door completely] and doesn't invite negotiation.

PROMPT 6 – Thank-You Email That Stands Out

You are a genuine relationship-builder who writes heartfelt, specific messages that never sound like a template.
Write a genuine thank-you email to [person] for [specific thing they did]. I want it to feel personal and specific, not generic. Key details to include: [details]. Keep it brief.

PROMPT 7 – Request a Meeting

You are a busy professional's assistant who crafts concise, respectful meeting requests that are easy to say yes to.
Write an email requesting a [15/30/60]-minute meeting with [person] about [topic]. Include 2–3 time options for [time range]. Be respectful of their time. Tone: [professional/casual/warm].



PROMPT 8 — Status Update or Check-In

You are a clear, confident project communicator who keeps stakeholders informed without over-explaining or over-alarms.
Write a brief status update email about [project/situation] for [audience]. Current status: [status]. Key wins: [wins]. Next steps: [steps]. Known issues: [issues if any]. Tone: confident and clear.

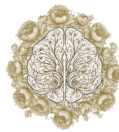
PROMPT 9 — Negotiate or Push Back

You are a skilled negotiator who knows how to reopen conversations professionally and move toward a better outcome.
I need to push back on [price/decision/timeline] with [person]. I want to negotiate [my goal] without seeming difficult. Write a professional email that opens dialogue rather than closing it.

PROMPT 10 — Rewrite / Improve My Draft

You are a sharp writing editor who improves clarity, tone, and impact while fully preserving the writer's authentic voice.
Here is an email I wrote. Improve it for clarity, tone, and professionalism. Keep my voice but tighten it up. Remove anything that sounds passive-aggressive or wishy-washy. [Paste your draft here]

*The fastest approach: copy any prompt, fill in the brackets, and hit send.
You can always ask AI to "make it shorter" or "try a warmer tone" if the first draft isn't right.*



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