

Sample Prompt

CHAPTER-06

Professional work-related solutions from DeepSeek

01 Write a professional email and letters as per your request

Below is a list of 100 sample prompts related to writing professional emails and letters, along with tips for creating effective prompts on this topic.

Tips for Creating Effective Prompts for Professional Emails & Letters

- ✚ **Be Specific** – Clearly define the purpose (e.g., *"Write a follow-up email after a job interview"* vs. *"Write an email"*).
- ✚ **Include Key Details** – Mention the recipient, tone (formal/semi-formal), and required elements (e.g., deadline, attachments).
- ✚ **Set the Context** – Example: *"Draft an email to a client apologizing for a delayed delivery and offering compensation."*
- ✚ **Define the Tone** – Specify if it should be *polite, assertive, apologetic, enthusiastic*, etc.
- ✚ **Ask for Structure** – Example: *"Include a subject line, greeting, body (3 paragraphs), and closing."*
- ✚ **Encourage Professional Language** – Avoid slang; use business-appropriate phrasing.
- ✚ **Request Variations** – Example: *"Write both a short and detailed version of this email."*
- ✚ **Include Follow-Up Actions** – Example: *"End the email with a call-to-action, like scheduling a call."*

Top 100 Sample Prompts for Writing Professional Emails and Letters

1. Formal Business Emails

1. Write a professional email to a client confirming an upcoming meeting.
2. Draft an email to a colleague requesting feedback on a project.
3. Compose an email to a vendor requesting a price quote.
4. Write a follow-up email after a networking event.
5. Draft an email to a manager requesting a day off.
6. Compose an email introducing a new team member to clients.
7. Write a polite email declining a business proposal.
8. Draft an email responding to a customer complaint.
9. Compose an email requesting an extension for a project deadline.
10. Write an email to a potential business partner proposing collaboration.

2. Job Application & Career-Related Emails

11. Draft a professional email submitting a resume for a job application.
12. Write a follow-up email after a job interview.
13. Compose an email accepting a job offer formally.
14. Draft an email declining a job offer politely.
15. Write an email requesting a letter of recommendation.
16. Compose an email resigning from a current position professionally.
17. Draft an email inquiring about internship opportunities.
18. Write an email to a recruiter requesting feedback.
19. Compose an email negotiating a salary offer.
20. Draft an email responding to a rejection letter gracefully.

3. Customer Service & Support Emails

21. Write an apology email for a delayed shipment.
22. Draft an email responding to a product inquiry.
23. Compose an email notifying customers of a price increase.
24. Write an email addressing a service outage.
25. Draft an email thanking a customer for their loyalty.
26. Compose an email offering a discount to a dissatisfied customer.
27. Write an email explaining a return policy.

28. Draft an email announcing a new product launch.
29. Compose an email resolving a billing dispute.
30. Write an email inviting customers to a webinar.

4. Formal Letters (Printed or PDF)

31. Draft a formal complaint letter to a company.
32. Write a cover letter for a job application.
33. Compose a resignation letter with a two-week notice.
34. Draft a thank-you letter after an interview.
35. Write a recommendation letter for a former employee.
36. Compose a business proposal letter to a potential investor.
37. Draft a legal notice letter for a contract breach.
38. Write an invitation letter for a corporate event.
39. Compose a sponsorship request letter.
40. Draft a formal apology letter for a business mistake.

5. Networking & Professional Relationship Building

41. Write an email reconnecting with an old colleague.
42. Draft an email requesting an informational interview.
43. Compose an email introducing two business contacts.
44. Write an email thanking a mentor for their guidance.
45. Draft an email inviting a speaker to an event.
46. Compose an email congratulating a peer on a promotion.
47. Write an email requesting a LinkedIn recommendation.
48. Draft an email responding to a networking request.
49. Compose an email setting up a coffee meeting.
50. Write an email expressing gratitude for a referral.

6. Internal Communication (Within a Company)

51. Draft an email announcing a team meeting.
52. Write an email updating staff on policy changes.
53. Compose an email recognizing an employee's achievement.
54. Draft an email reminding employees of a deadline.
55. Write an email announcing a new company initiative.

56. Compose an email requesting input on a project.
57. Draft an email summarizing meeting minutes.
58. Write an email addressing workplace etiquette.
59. Compose an email announcing a team-building event.
60. Draft an email introducing a new software tool.

7. Sales & Marketing Emails

61. Write a cold email pitching a product to a potential client.
62. Draft a follow-up email after sending a proposal.
63. Compose a promotional email for a holiday sale.
64. Write an email inviting prospects to a free trial.
65. Draft an email re-engaging inactive customer.
66. Compose an email offering an exclusive deal to VIP clients.
67. Write an email announcing a referral program.
68. Draft an email requesting a testimonial from a customer.
69. Compose an email introducing a loyalty program.
70. Write an email following up on an abandoned cart (e-commerce).

8. Academic & Research-Related Emails/Letters

71. Draft an email to a professor requesting a letter of recommendation.
72. Write an email inquiring about research collaboration opportunities.
73. Compose an email submitting a paper to a journal.
74. Draft an email requesting access to an academic resource.
75. Write an email responding to peer review comments.
76. Compose an email applying for a research grant.
77. Draft an email declining a conference invitation.
78. Write an email following up on a scholarship application.
79. Compose an email addressing a plagiarism concern.
80. Draft an email requesting an extension for a thesis submission.

9. Government & Official Correspondence

81. Write a formal letter to a government office requesting documents.
82. Draft an email lodging a complaint with a municipal authority.
83. Compose an application letter for a visa or permit.

84. Write an email following up on a pending application.
85. Draft a letter appealing a decision (e.g., tax dispute).
86. Compose an email requesting public records.
87. Write a formal letter addressing an elected representative.
88. Draft an email reporting a civic issue (e.g., potholes).
89. Compose a letter requesting a police clearance certificate.
90. Write an email responding to a legal notice.

10. Personal & Semi-Formal Professional Emails

91. Draft an email apologizing for a missed deadline.
 92. Write an email requesting a flexible work arrangement.
 93. Compose an email thanking a client for their business.
 94. Draft an email introducing yourself to a new team.
 95. Write an email responding to a vague request for information.
 96. Compose an email setting boundaries with a demanding client.
 97. Draft an email asking for clarification on a project brief.
 98. Write an email expressing condolences to a business associate.
 99. Compose an email announcing a career change.
 100. Draft an email ending a professional relationship amicably.
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