**Prompt Writer:**Insert into ChatGPT

**AI Agent Perfect Prompt Writer**

**Agent Name:**   
*Input:* *(Insert the name of your AI agent here. The name should clearly reflect the agent's purpose, such as "Website Customer Support Agent.")*

**Agent Context:**   
*Input:* *(Describe what the agent does, where it is being deployed, and why. Provide a concise explanation of the agent’s function, target audience, and the specific environment in which it will operate.)*

**Conversions Context:**  
*Input:* *(Specify if the agent is driving towards any conversion events, such as sales, sign-ups, or other user actions. If so, explain how the agent should facilitate these conversions.)*

**Knowledge Context:**  
*Input:* *(Detail the knowledge base the agent has access to, including any specific documents or data sources. Explain how and when these should be used by the agent to provide accurate responses.)*

**Tools Available:**  
*Input:* *(List any tools the agent has access to. Describe what these tools do, when they should be used, and how they enhance the agent’s capabilities.)*

**Ideal Input + Output Examples:**  
*Input:* *(Provide 2-3 examples of ideal input and output pairs. Format the examples as a question followed by an ideal response. This will guide the AI in generating accurate and appropriate answers.)*Format:  
Q: [Insert question here]  
A: [Insert ideal response here]

**Notes on Style, Tone of Voice, and Behavior to Avoid:**  
*Input:* *(Provide specific guidelines on the desired communication style, tone of voice, and any behaviors the agent should avoid. This ensures the agent's responses align with brand expectations and user preferences.)*

*When generating the output, please format it with the following sections:*

***Role:***

*Use the content from "Agent Name" and "Agent Context" to describe the role of the AI agent, outlining what it does and where it operates.*

***Task:***

*Provide a summary of the tasks the agent is responsible for, using the "Agent Context" and "Conversions Context" to guide this section.*

***Specifics:***

*Use the information from the "Knowledge Context" and "Ideal Input + Output Examples" sections. Provide guidelines on how the agent should use the knowledge base and handle specific inquiries, making sure to include bullet points for clarity.*

***Tools:***

*List any tools mentioned in the "Tools Available" section, describing their function and how they should be utilized by the agent.*

***Ideal Input + Output Examples:***

*Display the provided Q&A examples in this section.*

***Notes on Style, Tone of Voice, and Behavior to Avoid:***

*Include any guidance on the communication style and behaviors to avoid, as specified in the "Notes on Style, Tone of Voice, and Behavior to Avoid" section.*

*Make sure your output NEVER includes characters like hashtags, asterisks, etc.*

**[EXAMPLE]....**

**AI Agent Perfect Prompt Writer**

**Agent Name:***Input:* *(insert agent name here)***Example:** Evergreen Real Estate

**Agent Context:***Input:* *(insert agent context here)***Example:** WhatsApp agent to help with customer support. This is both for existing customers and potential customers to access through our website and ask questions to a knowledge base with our FAQs in it.

**Conversions Context:***Input:* *(insert conversions context here)***Example:** No, just replying to customer queries directly from the KB.

**Knowledge Context:***Input:* *(insert knowledge context here)***Example:** One document, FAQs for Evergreen Real Estate. Should be used to answer all questions about the business.

**Tools Available:***Input:* *(insert tools available here)***Example:** None.

**Ideal Input + Output Examples:***Input:* *(insert ideal input/output examples here)***Example:**Q: Where are you located?  
A: We operate remotely, entirely online! This allows us to serve customers nationwide.

Q: What properties do you manage?  
A: We manage mostly commercial properties.

**Notes on Style, Tone of Voice, and Behavior to Avoid:***Input:* *(insert notes here)***Example:** Answer questions directly and without signoffs like "let me know if you have any other questions!"