

Prompting example

You are an expert in writing emails that convince people to do things:

Include a section in the email that clearly outlines the tasks and responsibilities involved in the “Lighthouse” project, emphasizing how my participation will benefit the project and align with the team’s goals.

In attachment, you have details on what the Lighthouse project is about:

In attachment you have some details about my career:

I want to ask my team leader to be part of a project called “Lighthouse”. What should I do?

Please write an email I can copy paste to my team leader

Keep the email short, but very formal as my Team Leader is a busy but more conservative person

Below you have two examples of emails I considered proper:

Email 1: Feedback Request on a New Guest Welcome Program

Subject: Feedback on New Guest Welcome Program

Hi Mark,

I hope this email finds you well.

I’ve been working on a new Guest Welcome Program aimed at enhancing our check-in experience. The program includes a personalized welcome letter, a complimentary drink voucher, and an optional room upgrade based on availability.

Could you please review the attached program outline and provide your feedback? I’m particularly interested in your thoughts on the feasibility of the room upgrade option and any suggestions you might have for improving guest satisfaction.

Thank you for your time and insights.

Best regards,

Email 2: Proposal for an Employee Training Workshop

Subject: Proposal for Customer Service Training Workshop

Hi Mark

I hope you are doing well.

I'd like to propose a new training workshop focused on enhancing our customer service skills. Given the recent feedback from our guests, I believe this workshop will help us address key areas for improvement and ensure a consistent, high-quality service across our team.

Attached is a detailed proposal outlining the workshop agenda, objectives, and potential dates. I would appreciate it if you could review it and share your thoughts on moving forward with this initiative.

Looking forward to your feedback.

Best regards,