



NOVABYTE AI SUCCESS SERIES

Email Template Pack

Fifteen professional emails you can send today — each with the prompt to generate your own, and a ready-to-edit example.

Two ways to use each template: paste the **prompt** into any AI assistant to generate a version from your details, or copy the **example** and fill in the highlighted parts yourself.

15 templates

1. Professional inquiry
2. Follow-up
3. Thank you
4. Meeting request
5. Client update
6. Project update
7. Reminder
8. Apology
9. Networking
10. Interview follow-up
11. Introduction
12. Decline politely
13. Reschedule
14. Status update to manager
15. Cold outreach

Professional inquiry

Ask a question or request information from someone you don't know well.

THE PROMPT — GENERATE YOUR OWN

ROLE You are my professional writing assistant.

TASK Write a short, polite inquiry email.

CONTEXT To: *[who]* . I want to know: *[your question]* . Why: *[brief reason]* . About me: *[one line]* .

FORMAT Under 120 words, courteous, one clear question, easy to answer.

READY-TO-EDIT EXAMPLE

SUBJECT Inquiry about your consulting services

Dear *[Name]* ,

I'm *[your name]* , *[your role]* at *[company]* . I came across *[how you found them]* and wanted to ask whether you take on *[type of work]* .

Specifically, I'd like to know *[your question — e.g. your availability in the next quarter and rough pricing]* .

If it's easier to talk, I'm happy to find a time. Thank you for your help.

Best regards,

[Your name]

Nudge a message that hasn't been answered, without nagging.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are a tactful professional writer.
TASK	Write a polite follow-up on an email that hasn't had a reply.
CONTEXT	What I asked: <i>[describe]</i> . When I sent it: <i>[when]</i> . Tone: friendly, not pushy.
FORMAT	One short paragraph, warm, gives an easy way to respond.

READY-TO-EDIT EXAMPLE

SUBJECT **Following up:** *[original subject]*

Hi *[Name]* ,

Just following up on my note from *[when]* about *[topic]* . I know things get busy, so no worries if it slipped through.

Whenever you have a moment, *[the specific thing you need — e.g. your thoughts on the proposal]* would be a big help.

Thanks so much,

[Your name]

Acknowledge help, time, or an opportunity — specifically, not generically.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are a warm, sincere writer.
TASK	Write a thank-you email.
CONTEXT	To: <i>[who]</i> . For: <i>[exactly what they did]</i> . Impact: <i>[why it mattered to you]</i> .
FORMAT	Warm and specific, under 120 words, names the actual thing they did.

READY-TO-EDIT EXAMPLE

SUBJECT **Thank you for your time today**

Dear *[Name]* ,

Thank you for *[the specific thing — e.g. taking the time to walk me through the onboarding process this morning]* .
It made a real difference — *[why it helped]* .

I especially appreciated *[one specific detail]* . It's given me a much clearer path forward.

Thanks again, and I hope to *[return the favour / stay in touch]* .

Warm regards,
[Your name]

Meeting request

Propose a meeting with a clear purpose and easy scheduling.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are my scheduling assistant.
TASK	Write an email requesting a meeting.
CONTEXT	With: <i>[who]</i> . Purpose: <i>[why]</i> . Rough timing: <i>[when]</i> . Length: <i>[duration]</i> .
FORMAT	Brief, states the purpose, offers two or three specific time options.

READY-TO-EDIT EXAMPLE

SUBJECT Quick meeting about *[topic]* ?

Hi *[Name]* ,

I'd like to set up a *[30-minute]* conversation about *[purpose — e.g. the Q3 marketing plan]* . The goal would be to *[desired outcome]* .

Would any of these work for you?

- *[Day, time]*
- *[Day, time]*
- *[Day, time]*

If none suit, just send a couple of times that do and I'll make it work.

Best,

[Your name]

Keep a client informed and confident with a structured progress note.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are an account manager.
TASK	Turn these notes into a client-facing update email.
CONTEXT	Client: <i>[name]</i> . Period: <i>[week/month]</i> . Notes: <i>[what happened, what's next]</i> .
FORMAT	Confident and structured: done, in progress, next steps, any blockers.

READY-TO-EDIT EXAMPLE

SUBJECT *[Project]* update — week of *[date]*

Hi *[Name]* ,

Here's where things stand this week on *[project]* .

Completed

- *[item]*
- *[item]*

In progress

- *[item]* — on track for *[date]*

Next up

- *[item]*

[If relevant: One thing I need from you — [the ask, with a date] .]

Happy to jump on a call if anything needs discussing.

Best,

[Your name]

Project update

Update your team or manager on a project's status internally.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are my communications assistant.
TASK	Turn these notes into an internal project update.
CONTEXT	Project: <i>[name]</i> . Audience: <i>[team/manager]</i> . Notes: <i>[progress, risks, needs]</i> .
FORMAT	Short summary line, then progress, risks, and what you need — bulleted.

READY-TO-EDIT EXAMPLE

SUBJECT *[Project]* — status update

Hi team,

Quick update on *[project]* . Overall: *[on track / at risk / delayed]* for *[milestone]* .

Progress

- *[item]*
- *[item]*

Risks / blockers

- *[item, and what would unblock it]*

Need from you

- *[name]* : *[the ask]* by *[date]*

Full detail in *[doc/link]* . Questions welcome.

Thanks,

[Your name]

Remind someone of a deadline or commitment, gently or firmly.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are a friendly project coordinator.
TASK	Write a reminder email about an upcoming deadline or task.
CONTEXT	Task: <i>[what]</i> . Owner: <i>[who]</i> . Due: <i>[date]</i> . Tone: <i>[gentle / firm]</i> .
FORMAT	One short paragraph, clear on exactly what's needed and by when.

READY-TO-EDIT EXAMPLE

SUBJECT **Reminder: *[task]* due *[date]***

Hi *[Name]* ,

A quick reminder that *[task — e.g. the signed contract]* is due by *[date]* .

If it's already on its way, please ignore this. If you need anything from me to get it over the line, just say the word.

Thanks,

[Your name]

Own a mistake or delay cleanly and move to the fix.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are a calm, accountable communications writer.
TASK	Write an email apologising for a mistake or delay.
CONTEXT	What happened: <i>[describe]</i> . Why: <i>[brief, no excuses]</i> . The fix: <i>[what you'll do]</i> .
FORMAT	Own it briefly, no over-apologising, end on the concrete fix and timeline.

READY-TO-EDIT EXAMPLE

SUBJECT **Apology for the delay on *[item]***

Hi *[Name]* ,

I'm sorry for *[the specific issue — e.g. the delay in sending the report]* . *[One line of honest context, not an excuse.]*

Here's how I'm putting it right: *[the fix]* , which you'll have by *[date]* .

Thank you for your patience — I appreciate it, and I'll make sure *[the safeguard so it doesn't recur]* .

Best,

[Your name]

Reach out to build a genuine professional connection.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are a warm, authentic networker who hates spam.
TASK	Write a short networking email to someone I'd like to connect with.
CONTEXT	Them: <i>[who, and why them]</i> . Me: <i>[one line]</i> . The genuine reason: <i>[why connect]</i> .
FORMAT	Under 100 words, specific about why them, low-pressure, human.

READY-TO-EDIT EXAMPLE

SUBJECT **Enjoyed your talk on** *[topic]*

Hi *[Name]* ,

I *[how you encountered them — e.g. attended your session on AI ethics last week]* and found *[one specific, genuine thing you took from it]* .

I'm *[one line about you]* , and I'd love to stay connected — I think we share an interest in *[common ground]* .

No agenda beyond that. If you're ever up for a coffee or a quick call, I'd enjoy it.

Best,

[Your name]

Interview follow-up

Thank an interviewer and reaffirm your interest afterwards.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are a career-communications specialist.
TASK	Write a thank-you and follow-up email after a job interview.
CONTEXT	Role: <i>[title]</i> . Interviewer: <i>[name]</i> . One thing discussed: <i>[specific detail]</i> .
FORMAT	Short, specific, reaffirms interest, references something real from the conversation.

READY-TO-EDIT EXAMPLE

SUBJECT Thank you — *[role]* interview

Dear *[Name]* ,

Thank you for taking the time to speak with me today about the *[role]* position. I enjoyed the conversation, especially *[specific thing you discussed — e.g. how the team approaches product decisions]* .

It confirmed my enthusiasm for the role, and I'm confident my experience in *[relevant area]* would let me contribute quickly.

Please don't hesitate to reach out if any further information would help. I look forward to next steps.

Best regards,

[Your name]

Connect two people with a clear reason each will benefit.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are a warm professional connector.
TASK	Write a double opt-in introduction email connecting two people.
CONTEXT	Person A: <i>[name, why]</i> . Person B: <i>[name, why]</i> . The value: <i>[why connect them]</i> .
FORMAT	Short, says why each will benefit, hands the conversation over to them.

READY-TO-EDIT EXAMPLE

SUBJECT Intro: *[Person A]* <> *[Person B]*

Hi *[Person A]* and *[Person B]* ,

I wanted to connect you both. *[Person A]* — *[Person B]* is *[one line + why relevant to A]* . *[Person B]* — *[Person A]* is *[one line + why relevant to B]* .

I think there's a real overlap around *[the shared interest / opportunity]* .

I'll step back and let you two take it from here. Enjoy the conversation.

Best,

[Your name]

Decline politely

Say no to a request while keeping the relationship warm.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are a diplomatic communications specialist.
TASK	Write an email politely declining a request or invitation.
CONTEXT	Request: <i>[describe]</i> . Reason: <i>[brief]</i> . Keep goodwill: yes.
FORMAT	Under 100 words, warm, clear no, offers an alternative if there is one.

READY-TO-EDIT EXAMPLE

SUBJECT Re: *[their request]*

Hi *[Name]* ,

Thank you for thinking of me for *[the request]* . It's genuinely kind of you to ask.

Unfortunately I'm not able to *[do it]* right now, as *[brief honest reason — e.g. my plate is full through the end of the quarter]* .

[If possible: What I can offer instead — e.g. I'd be glad to point you to someone who'd be a great fit, or revisit this in [timeframe] .]

Wishing you the best with it.

Warm regards,
[Your name]

Move a meeting without friction.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are my scheduling assistant.
TASK	Write a short email rescheduling a meeting.
CONTEXT	Original: <i>[when]</i> . Reason: <i>[brief]</i> . New options: <i>[two or three slots]</i> .
FORMAT	Apologetic but brief, offers clear alternatives, keeps it easy.

READY-TO-EDIT EXAMPLE

SUBJECT Rescheduling our *[day]* meeting

Hi *[Name]* ,

I'm sorry, but I need to move our meeting on *[original day/time]* — *[brief reason]* .

Could any of these work instead?

- *[Day, time]*

- *[Day, time]*

Apologies for the shuffle, and thank you for being flexible. If it's simpler, send me a time that suits and I'll adjust.

Best,

[Your name]

Status update to manager

Give your manager a fast, scannable read on where you are.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are my communications assistant.
TASK	Turn these rough notes into a clear status update for my manager.
CONTEXT	Notes: <i>[paste]</i> . Period: <i>[today/this week]</i> . Anything you need: <i>[decision/help]</i> .
FORMAT	One opening line, three bullets, one closing line on next steps or asks.

READY-TO-EDIT EXAMPLE

SUBJECT **My week — quick status**

Hi *[Name]* ,

Quick status for the week.

- *[Main thing done / shipped]*
- *[In progress, with expected finish]*
- *[Anything blocked or needing your input]*

Next week I'll focus on *[priority]* . *[If needed: One decision I need from you — [the ask] .]*

Happy to discuss in our 1:1.

Thanks,
[Your name]

Introduce yourself to someone with no prior relationship.

THE PROMPT — GENERATE YOUR OWN

ROLE	You are an outreach specialist who hates spam as much as I do.
TASK	Write a short cold outreach email introducing myself with a specific reason.
CONTEXT	Them: <i>[who]</i> . Me: <i>[one line]</i> . Why now: <i>[the specific trigger]</i> . Small ask: <i>[what]</i> .
FORMAT	Under 100 words, one genuine reason you're writing to THEM, tiny easy ask.

READY-TO-EDIT EXAMPLE

SUBJECT *[Specific, relevant subject]*

Hi *[Name]* ,

I'll keep this short. I'm *[one line about you]* , and I'm reaching out because *[the specific, genuine reason — e.g. I saw your team just launched X and had a thought that might help]* .

[One sentence of value — the insight, resource, or relevance to them.]

Would you be open to *[the small ask — e.g. a 15-minute call next week]* ? Either way, keep up the great work on *[specific thing]* .

Best,

[Your name]