

Legal & Professional

Rewrite sensitive, difficult, or high-stakes emails and letters to be clear, professional, actionable, and legally safe — with rationale for every change.

Difficulty: Intermediate

Model: GPT-4 / Claude / Gemini

Use Case: Difficult Emails, Client Communications, HR Letters, Complaints, Apologies

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Why This Prompt Exists

Most sensitive emails fail because they're written in anger, fear, or haste.

You get:

- emotional language that escalates conflict
- admissions of liability hidden in frustration
- no clear call to action for the recipient
- sentences that read as accusations
- words you'll regret after sending

But professional communication is not self-expression.

It is strategic action with paper trails.

- Clear writing protects you; vague writing creates risk
- The first 2 sentences determine whether they keep reading
- Emotional language is evidence in a dispute
- Every difficult email should have a "don't send this" warning

Without polishing, you send what you felt, not what you meant.

This framework forces AI to be an executive editor who catches what you'll regret.

The Prompt

Assume the role of an executive communications coach and professional writing editor who specializes in difficult, high-stakes messages.

Your task is to revise a draft email or letter to be clear, professional, actionable, and legally safe.

Generate:

1. REVISED VERSION

- Subject line ready to copy
- Main point in first 2 sentences
- Professional tone (no blame, no defensiveness)
- Clear call to action

2. RATIONALE (brief)

- For each significant change, explain why

3. "WHAT NOT TO SEND" WARNING

- One sentence from the original that the user should never send

INPUTS:

Original Draft:

[PASTE YOUR EMAIL OR LETTER]

Communication Type:

[COMPLAINT / RESIGNATION / REQUEST FOR RAISE / CLIENT APOLOGY / BAD

NEWS / CONTRACT TERMINATION / OTHER]

Recipient Relationship:

[EMPLOYER / EMPLOYEE / CLIENT / VENDOR / OTHER]

Desired Outcome (one sentence):

[WHAT DO YOU WANT TO HAPPEN AFTER THEY READ THIS?]

RULES:

- No emotional language (angry, frustrated, upset, disappointed)
- No admissions of liability unless reviewed by counsel
- No blaming language ("you failed," "your mistake")
- The call to action must be specific (not "let me know")
- The "what not to send" warning must be a direct quote from the original

How To Use It

- Write the angry draft first — then run it through this prompt. Never send the angry draft.
- The “what not to send” warning is your insurance policy; believe it.
- If you can’t state the desired outcome in one sentence, don’t send the email yet.
- For legally sensitive matters, have counsel review the polished version too.
- Save the rationale — it’s a learning tool for next time.

Example Input

Original Draft: “I can’t believe you missed the deadline again. This is the third time. You clearly don’t care about this project. I’m going to have to talk to your manager about this. Let me know when you actually get it done.”

Communication Type: Complaint (to a vendor)

Recipient Relationship: Vendor project manager

Desired Outcome: Get the delayed deliverables with a realistic revised timeline and assurance it won't happen again.

Why It Works

Most difficult emails fail because they're written to vent, not to solve.

This framework improves outcomes by forcing:

- emotional language removal
- clear call to action
- no admissions of liability
- professional tone maintenance
- specific "what not to send" warning

Great professional communication doesn't express how you feel — it achieves what you need.

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