AI PROMPT PACK | 2026 EDITION



AI Prompts for Cold Email

Get Replies From Cold Leads

130 COPY-PASTE PROMPTS

Works with ChatGPT | Claude | Gemini AIPDFBUNDLES.COM

AI PROMPT PACK | 2026 EDITION

AI Prompts for Cold Email

Get Replies From Cold Leads

130	9	3
COPY-PASTE PROMPTS	CHAPTERS	AI TOOLS SUPPORTED

Cold outreach works when it is relevant, short and respectful. This pack gives you 130 AI prompts for writing personalized emails, follow-ups and LinkedIn messages.

Important notice

Use real research about each prospect and keep emails short and honest. Follow CAN-SPAM, GDPR and local regulations, include opt-out options, and never send to purchased lists without proper consent. Prompts are starting points and do not guarantee any particular result. You are responsible for reviewing, editing and verifying every AI output before you use it.

Copyright 2026 AI PDF Bundles (aipdfbundles.com). For personal and professional use. Please do not resell, repackage or redistribute this document. ChatGPT, Claude and Gemini are trademarks of their respective owners; this pack is independent and not affiliated with or endorsed by them.

Table of Contents

Welcome and How to Use This Pack 4

Chapter 1: Outreach Foundations and Compliance 5

Chapter 2: Prospect Research and Personalization 7

Chapter 3: Subject Lines and Openers 10

Chapter 4: Cold Email Templates 13

Chapter 5: Follow-Up Sequences 17

Chapter 6: LinkedIn and Social Outreach 19

Chapter 7: Replies, Objections and Meeting Booking 21

Chapter 8: Testing, Tracking and Improvement 23

Chapter 9: Bonus: Swipe File Starter Pack 25

Prompt Customization Guide 26

Prompt Tracker 27

Thank You 28

Welcome and How to Use This Pack

This pack is built so you can open it, copy a prompt, and get a useful first draft in minutes. Every prompt is original, follows the same simple layout, and is written to work with ChatGPT, Claude, Gemini and similar AI assistants.

Start in 5 steps

1. **Pick a chapter** that matches the task in front of you today.
2. **Copy the prompt** from its shaded box and paste it into your AI tool.
3. **Replace every [BRACKET]** with your real details: names, numbers, audience, goal, tone.
4. **Read and refine.** Ask follow-ups such as make it shorter, more formal, or give me three options.
5. **Save your winners** in the Prompt Tracker at the end so your best prompts are one click away.

How the prompt cards work

> **EXAMPLE Prompt title tells you the use case**
>
> The shaded text is the exact prompt to copy. Anything in **[BRACKETS]** is a placeholder you fill in, for example **[YOUR AUDIENCE]** or **[TONE]**.

Get better results every time

- **Add context.** The more specific your details, the more useful the answer. Include audience, goal and constraints.
- **Name the format.** Ask for a table, a checklist, three variations, or a word limit when you need one.
- **Iterate.** Treat the first reply as a draft. One or two follow-up messages usually double the quality.
- **Keep your voice.** Paste a short sample of your own writing and ask the AI to match its tone.
- **Verify.** Check facts, figures, names and any rules that apply to you before publishing or sending.

Privacy reminder: never paste passwords, payment details or sensitive personal or client information into an AI tool. Use placeholders or anonymized examples instead.

CHAPTER 1 8 PROMPTS

Outreach Foundations and Compliance

Offer clarity prompt, ICP builder, CAN-SPAM and GDPR checklist

Good outreach is relevant, honest and legal. Start by clarifying your offer and your ideal customer, and by learning the basic rules that keep your emails welcome and compliant.

001 Offer Clarity Prompt

Help me describe my offer in one clear sentence using this structure: I help **[WHO]** achieve **[RESULT]** by **[METHOD]**. Ask me five questions first, then give me five versions to choose from.

002 Ideal Customer Profile

Create an ideal customer profile for **[SERVICE/PRODUCT]** covering industry, company size, role, goals, challenges, triggers for buying and where they pay attention.

003 Value Proposition Builder

Write five value propositions for **[OFFER]** aimed at **[ROLE]**. Each should be specific, believable and focused on a business outcome, without hype.

004 Proof Points List

Help me list the proof I can honestly use in outreach, such as results, client types, experience and relevant work. Ask questions to pull out real examples and do not invent anything.

005 Compliance Checklist

Create a checklist for compliant cold outreach covering accurate sender details, a clear subject line, a valid physical address where required, an easy opt-out, honoring unsubscribes and respecting regional rules. Remind me to verify current laws.

006 Lead Source Rules

Explain the questions I should ask about where my leads come from, how they were collected and whether I can legally contact them. I will confirm with a legal professional where needed.

007 Email Account Setup Basics

List the basic technical steps to protect email deliverability, such as a separate sending domain, authentication records, gradual sending and monitoring, explained in plain language.

008 Outreach Goal Setting

Ask me five questions about my outreach goals and capacity, then create a simple weekly plan with realistic numbers of emails, follow-ups and conversations.

PRO TIP Check the email and privacy laws that apply to you and your recipients, such as CAN-SPAM and GDPR, before you send. When in doubt, ask a qualified professional.

CHAPTER 2 18 PROMPTS

Prospect Research and Personalization

Company and role research, trigger events, personalization lines

Personal relevance is what separates welcome emails from spam. These prompts help you research prospects quickly and turn what you find into genuine, specific opening lines.

009 Prospect Research Template

Create a research template for each prospect with fields for company, role, recent news, goals, challenges, tools they use and a possible reason to reach out.

010 Company Research Summary

From this company information, summarize what they do, who they serve and three possible challenges where my service could help. Stick to the facts provided: **[PASTE INFO]**

011 Trigger Event Ideas

List fifteen trigger events that might make **[TARGET COMPANY TYPE]** need **[SERVICE]**, such as hiring, funding or product launches, and how to find them.

012 Personalized First Line Writer

Write five different first lines for an email to **[PROSPECT NAME]**, **[ROLE]** at **[COMPANY]**, based on this real observation: **[OBSERVATION]**. Avoid flattery and keep each under 20 words.

013 Website Review Observations

Based on these notes from reviewing **[WEBSITE]**, write three polite, constructive observations I could mention in outreach without sounding critical: **[NOTES]**

014 LinkedIn Profile Insights

From this profile text, identify three topics the person cares about that I can reference naturally and respectfully: **[PASTE PROFILE TEXT]**

015 Content Comment Personalization

Write three short, genuine comments or references I can make about this article or post written by the prospect: **[PASTE SUMMARY]**

016 Mutual Connection Mention

Write an opening that mentions our mutual connection **[NAME]** in a respectful way, with permission, and explains why I am reaching out.

017 Pain Point Hypotheses

Create five hypotheses about challenges that **[ROLE]** at **[COMPANY TYPE]** may face, phrased as questions I can ask rather than assumptions.

018 Relevance Check

Review this planned email and tell me whether it is relevant to the recipient, what might feel irrelevant and how to improve: **[PASTE EMAIL AND PROSPECT INFO]**

019 Industry Language Guide

List the common terms and phrases used in **[INDUSTRY]** so my emails sound informed, and explain each in one line.

020 Competitor Landscape Notes

Based on this information, summarize how **[COMPANY]** compares to its competitors and a possible angle for my outreach: **[PASTE INFO]**

021 Segmenting Prospects

Help me divide this list of prospects into three segments by need and write one theme of messaging for each: **[PASTE DESCRIPTION OF LIST]**

022 Research Time Saver

Create a fast 5-minute research routine for each prospect with a checklist of sources and the notes I should save.

023 CRM Notes Template

Create a template for notes in my CRM with prospect details, last contact, interest level, objections and next step.

024 Persona Messaging Map

Create a messaging map for these roles: **[ROLES]**. For each, list priorities, concerns and the best angle for an email.

025 Pre-Send Personalization Check

Check this email for personalization mistakes such as wrong names, generic phrases and mismatched details, and list fixes: **[PASTE EMAIL]**

026 Account Plan for Key Prospect

Create a short plan for approaching a high-value prospect, **[COMPANY]**, with research steps, key contacts, message ideas and a timeline.

PRO TIP Spend two minutes on research per prospect. One true, relevant observation beats a hundred generic compliments.

CHAPTER 3 20 PROMPTS

Subject Lines and Openers

Subject line variations, first-line prompts, tone adjusters

Your subject line and first sentence decide whether the email gets read. Use these prompts to write short, honest subject lines and openers that earn a reply.

027 Subject Lines for Cold Email

Write twenty subject lines under 40 characters for a cold email to **[ROLE]** about **[TOPIC]**. Mix question, observation and benefit styles, with no misleading claims.

028 Subject Lines Using Names

Write ten subject lines that reference **[COMPANY]** or **[MUTUAL CONNECTION]** naturally, avoiding spammy phrases.

029 Subject Line Rewrite

Rewrite this subject line five ways to make it clearer, shorter and less promotional: **[PASTE SUBJECT]**

030 Curiosity Subject Lines

Write ten curiosity-based subject lines that hint at value without being clickbait, for outreach about **[TOPIC]**.

031 Question Subject Lines

Write ten question subject lines for **[ROLE]** that start a relevant conversation about **[CHALLENGE]**.

032 Follow-Up Subject Lines

Write ten subject lines for follow-up emails that feel natural, such as a quick follow up on **[TOPIC]** or a short reply to my note.

033 Opening Lines Short

Write ten short opening lines for a cold email that get straight to a relevant observation, under 15 words each.

034 Opening Lines With Context

Write five openings that explain why I am emailing **[PROSPECT]** in one sentence, based on **[REASON]**.

035 Opening Lines From Research

Write five openings built from this real research about the prospect, avoiding exaggerated praise: **[RESEARCH NOTES]**

036 Introduction Without Pitching

Write a three-sentence introduction that explains who I am and why I am reaching out without selling anything yet.

037 Referral Opening

Write opening lines for an email where **[REFERRER]** suggested I contact the prospect, with their permission, and explain why.

038 Event Opening

Write opening lines referencing that we both attended or will attend **[EVENT]**, with a reason to continue the conversation.

039 Content Appreciation Opening

Write three specific, genuine openings referencing a useful article or talk by the prospect without overpraising: **[DETAILS]**

040 Problem Observation Opening

Write five openings that mention a common challenge in **[INDUSTRY]** in the form I noticed that many **[ROLES]** struggle with **[PROBLEM]**.

041 Preview Text Writer

Write ten preview text lines that complement my subject line and encourage opening without repeating it: **[PASTE SUBJECT]**

042 Spam Trigger Review

Review this subject line and opening for words and patterns that might trigger spam filters or feel pushy, and suggest cleaner alternatives: **[PASTE TEXT]**

043 A/B Test Subject Plan

Create a plan to A/B test subject lines across 200 emails per variant, including what to measure and how to decide a winner.

044 Subject Line Tone Options

Write the same subject line in five tones: formal, friendly, direct, curious and casual, for a message about **[TOPIC]**.

045 Subject Line Length Test

Write the same subject in three lengths: very short, medium and descriptive, and explain which environments each might suit.

046 Subject Line Personalization Check

Review this subject line and tell me whether the personalization feels natural or forced, and whether it might look automated. Suggest two cleaner versions that stay honest and relevant: **[PASTE SUBJECT AND PROSPECT INFO]**

PRO TIP Keep subject lines short, specific and free of tricks. If it sounds like a promotion, it will be treated like one.

CHAPTER 4 25 PROMPTS

Cold Email Templates

Freelance, agency, SaaS, consulting, local business, partnership

These are complete email templates for the situations you will meet most often. Customize each with real research, then read it aloud to make sure it sounds like a person wrote it.

047 Short Intro Cold Email

Write a cold email under 100 words to **[ROLE]** at **[COMPANY TYPE]** introducing **[OFFER]** with one relevant observation, one benefit and a low-pressure question as the call to action.

048 Problem Solution Email

Write a cold email that names a likely problem for **[ROLE]**, explains briefly how I help and asks if it is worth a quick chat. Keep it under 120 words.

049 Freelancer Outreach Email

Write a cold email from a freelance **[SERVICE]** to a small business owner, referencing one specific observation about their business and offering a free, useful suggestion.

050 Agency Outreach Email

Write a cold email from an agency offering **[SERVICE]** to **[INDUSTRY]** companies. Include one relevant result placeholder **[REAL RESULT]**, and ask a simple question about their priorities.

051 SaaS Outreach Email

Write a cold email for **[SOFTWARE PRODUCT]** aimed at **[ROLE]** explaining the problem it solves in one sentence, with an invitation to see a short demo only if relevant.

052 Consulting Outreach Email

Write a cold email from a consultant on **[TOPIC]** to **[ROLE]**, offering a short insight based on a real observation and suggesting a brief call.

053 Local Business Outreach Email

Write a friendly email to a local business owner offering **[SERVICE]**, mentioning something specific about their location or reviews, with a clear next step.

054 Partnership Proposal Email

Write an email proposing a partnership with **[COMPANY]**, explaining the mutual benefit, a simple first step and why our audiences fit.

055 Collaboration Email for Creators

Write an email to **[CREATOR]** proposing a collaboration on **[IDEA]**, explaining what I bring and what they gain, in under 120 words.

056 Podcast Guest Pitch

Write a pitch to the host of **[PODCAST]** suggesting me as a guest, with three topic ideas, my relevant background and why their audience would care.

057 Media and Journalist Pitch

Write a short pitch to a journalist covering **[BEAT]** offering a relevant story idea or expert comment, with a clear angle and no hype.

058 Sponsorship Request Email

Write an email to a company requesting a sponsorship for **[PROJECT/EVENT]**, explaining audience, benefits for the sponsor and the ask.

059 Recruiter Outreach Email

Write a respectful email to a passive candidate about a **[ROLE]** opportunity, mentioning one specific reason their background fits and offering an easy way to say no.

060 Job Seeker Outreach Email

Write an email to a hiring manager at **[COMPANY]** expressing interest in **[ROLE]** or similar, highlighting two relevant achievements and asking for a short conversation.

061 Informational Interview Request

Write a polite request for a 15-minute informational interview with **[PERSON]** about their career in **[FIELD]**, showing I have done some research.

062 Investor Introduction Email

Write a concise email to an investor introducing my startup with a one-line description, traction placeholders **[REAL NUMBERS]** and a clear ask.

063 Event Invitation Email

Write a short invitation to **[EVENT]** for **[ROLE]**, explaining why it is relevant to them, with date, format and a reply option.

064 Webinar Invitation Email

Write a cold email inviting **[ROLE]** to a webinar on **[TOPIC]**, focusing on what they will learn in 30 minutes.

065 Case Study Share Email

Write an email sharing a short case study relevant to the prospect: **[CASE STUDY SUMMARY]**. Offer to explain how similar ideas could apply and ask permission to send more.

066 Free Resource Offer Email

Write an email offering a free, genuinely useful resource such as a checklist or audit to **[ROLE]**. Make the offer clear and the reply easy.

067 Audit Offer Email

Write an email offering a short, free audit of **[AREA]** and noting one specific observation I already made, without overpromising.

068 Referral Request Email

Write an email asking a contact whether they know the right person at **[COMPANY]** to speak with about **[TOPIC]**, making it easy for them to pass it on or decline.

069 Reconnect Old Contact Email

Write a friendly email reconnecting with someone I have not spoken to in a while, with a short update and a relevant reason to talk.

070 Customer Win-Back Email

Write an email to a former customer asking how things are going and sharing something new that might be useful, with no pressure.

071 Plain Text Email Version

Rewrite this email as clean plain text without formatting, images or tracking-style phrasing, so it feels like a one-to-one message: **[PASTE EMAIL]**

PRO TIP Keep cold emails under 120 words. One idea, one question and one clear next step is enough.

CHAPTER 5 15 PROMPTS

Follow-Up Sequences

3, 5 and 7 touch sequences, value-add follow-ups, breakup email

Most replies come after the second or third message. These sequences help you follow up politely and usefully without becoming a nuisance.

072 Three-Email Sequence

Write a three-email cold outreach sequence to **[ROLE]** about **[OFFER]** spaced 3 and 5 days apart. Each email should add new value, be under 100 words and end with a simple question.

073 Five-Touch Sequence

Create a five-touch sequence over three weeks mixing email and LinkedIn for **[ROLE]**, with the purpose, timing and message for each touch.

074 Seven-Touch Sequence

Create a seven-touch sequence over four weeks with varied angles, such as insight, case study, question and break-up, and clear spacing.

075 Value Add Follow-Up

Write a follow-up email that shares a relevant tip, article or insight for **[ROLE]** about **[TOPIC]**, without repeating my pitch.

076 Gentle Reminder Follow-Up

Write a short, polite reminder under 50 words that is easy to reply to and makes it clear I understand they are busy.

077 Different Angle Follow-Up

Write a follow-up that approaches **[OFFER]** from a different angle than my first email, focusing on **[NEW BENEFIT]**.

078 Social Proof Follow-Up

Write a follow-up email sharing a short, truthful example of work with a similar company: **[REAL EXAMPLE]**, and asking if it resonates.

079 Question-Based Follow-Up

Write five follow-up emails that each ask one useful question about the prospect's priorities, instead of pitching.

080 Break-Up Email

Write a polite final email that closes the loop, tells the prospect I will not keep following up and invites them to reach out if things change.

081 Follow-Up After No Reply From Meeting Request

Write a follow-up to someone who has not replied to my meeting request, offering two time options and an easier alternative such as a short reply.

082 Follow-Up After a Call

Write a follow-up email after a call summarizing what we discussed, agreed next steps and a clear action with a date.

083 Follow-Up After Sending a Proposal

Write a follow-up message after sending a proposal that offers to answer questions, clarifies the next step and respects their timeline.

084 Follow-Up After an Event

Write a follow-up to someone I met at **[EVENT]**, referencing something specific we discussed and suggesting a next step.

085 Reply to Lukewarm Interest

Write a reply to someone who answered maybe later, confirming a date to reconnect and offering a small useful resource now.

086 Sequence Timing Guide

Explain how to space follow-ups for different audiences and what to avoid, such as emailing too often or on inconvenient days, in plain language.

PRO TIP Make every follow-up add something new, such as a resource, a question or an insight. Never just ask if they saw your last email.

CHAPTER 6 15 PROMPTS

LinkedIn and Social Outreach

Connection notes, DMs, comment-first approaches

LinkedIn and social outreach work best as conversations, not pitches. These prompts help you connect, engage and start discussions that lead naturally to email or calls.

087 Connection Request Note

Write five LinkedIn connection notes under 280 characters for **[ROLE]** referencing **[SHARED INTEREST]** with no sales pitch.

088 First Message After Connecting

Write a short first message after someone accepts my connection that thanks them, mentions a shared interest and asks one open question.

089 Value-First DM

Write a LinkedIn direct message that shares a useful resource relevant to **[ROLE]** and asks whether they would like more like it.

090 Comment Starters

Write ten thoughtful comments I could leave on a prospect's post about **[TOPIC]** that add value and show genuine interest.

091 Profile Optimization for Outreach

Review my LinkedIn headline and summary for clarity and suggest improvements so prospects understand what I do and trust me: **[PASTE PROFILE]**

092 Voice Message Script

Write a 20-second voice message script introducing myself to **[ROLE]** with a relevant reason to connect and an easy next step.

093 Social Media DM Opener

Write five friendly direct message openers for Instagram or X replying to a prospect's post about **[TOPIC]** without sounding like a pitch.

094 Group Introduction Message

Write a message introducing myself to a community group in **[INDUSTRY]**, explaining how I can help and inviting questions.

095 Event Networking Message

Write a message to send before **[EVENT]** to a person I would like to meet, suggesting a coffee and explaining why.

096 Thank You After Meeting

Write a short thank-you message after meeting someone for the first time, referencing one thing I learned and suggesting a next step.

097 Content Sharing Message

Write a message sharing my article or video with a prospect, explaining why it is relevant to them, and asking for their opinion.

098 LinkedIn Follow-Up Sequence

Write a four-message LinkedIn follow-up sequence that builds a relationship over three weeks and ends with an invitation to talk.

099 Engagement Routine

Create a 15-minute daily LinkedIn routine for reaching out, commenting and following up with prospects without burning out.

100 Social Selling Do and Don't

Create a short guide to what to do and avoid in social selling, including respecting boundaries and not sending bulk copy-paste messages.

101 Introduction Request

Write a message to a mutual connection asking for an introduction to **[PERSON]**, with a forwardable blurb that explains who I am and why the introduction is useful.

PRO TIP Engage with a prospect's content before you message them. Familiarity makes a first message feel less cold.

CHAPTER 7 14 PROMPTS

Replies, Objections and Meeting Booking

Positive, neutral and negative reply responses, scheduling messages

Replies are the start of the conversation. These prompts help you respond to interest, objections and rejections gracefully and move toward a booked meeting.

102 Reply to Positive Response

Write a reply to a prospect who said they are interested. Thank them, briefly confirm the value, ask one qualifying question and offer two meeting times.

103 Reply to Not Interested

Write a gracious reply to a prospect who declined, thanking them, leaving the door open and asking if I may keep in touch.

104 Reply to Not Now

Write a reply to someone who says not now, confirming a follow-up date and offering a useful resource in the meantime.

105 Reply to Send More Info

Write a reply to a request to send more information that includes a short summary, a relevant example and a question to learn what they need.

106 Reply to Price Question

Write a reply to a prospect who asks about price early, giving a transparent range or explaining what it depends on and suggesting a short call to give an accurate quote.

107 Reply to We Already Have a Provider

Write a respectful reply to a prospect who uses a competitor, acknowledging their choice and offering to be a backup or share an idea without pressure.

108 Reply to Wrong Person

Write a polite reply to someone who says they are not the right contact, asking if they could point me to the right person.

109 Reply to Skeptical Prospect

Write a reply to a prospect who doubts the value of **[OFFER]**, addressing their concern honestly with a relevant example or evidence: **[CONCERN]**

110 Reply to Unsubscribe Request

Write a short, respectful confirmation that the person has been removed from my list, and make sure I follow through immediately.

111 Meeting Booking Message

Write a message proposing a 20-minute call with two time options in the prospect's time zone, an agenda and a calendar link placeholder.

112 Meeting Confirmation Email

Write a confirmation email for a meeting with the agenda, attendees, time zone, link and a short question to prepare.

113 Meeting Reminder

Write a short reminder for tomorrow's meeting with the time, link and what to expect.

114 No-Show Follow-Up

Write a polite follow-up to someone who missed our meeting, offering to reschedule without blame.

115 Handling Rejection Mindset

Give me practical ways to handle rejection in outreach, including tracking learning rather than only results and celebrating small wins.

PRO TIP Reply quickly while interest is fresh, and always make it easy to say no. Respect builds a reputation that helps future outreach.

CHAPTER 8 10 PROMPTS

Testing, Tracking and Improvement

A/B test plans, metrics review, deliverability hygiene

Outreach improves with measurement. These prompts help you test, track and improve your campaigns while protecting your sender reputation.

116 Campaign Tracker Template

Create a spreadsheet layout for tracking outreach with columns for prospect, date, message version, reply, outcome and next step.

117 Metrics Explained

Explain open rate, reply rate, positive reply rate, bounce rate and meeting rate, and how to use each to diagnose problems, with a caution about open tracking accuracy.

118 Low Reply Rate Diagnosis

List the likely reasons for low reply rates, such as targeting, offer, subject lines or deliverability, with questions to check each one.

119 A/B Testing Plan

Create a four-week plan for testing one variable at a time such as subject, opener or call to action, with sample size guidance and decision rules.

120 Deliverability Checklist

Create a checklist for healthy email deliverability including authentication, warm-up, list quality, sending volume and monitoring bounces and complaints.

121 List Hygiene Routine

Describe a monthly routine for cleaning my list, removing bounces and unsubscribes and updating records.

122 Message Review Framework

Create a framework to review a cold email for relevance, clarity, length, tone and call to action, with a score for each element and an example.

123 Weekly Outreach Review

Create a weekly review template for outreach covering numbers, learnings, best messages and changes for next week.

124 Reply Analysis

Analyze these replies and summarize common objections, positive signals and ideas to improve my messaging: **[PASTE REPLIES]**

125 Outreach Capacity Planner

Help me plan a sustainable outreach schedule with the number of new prospects, follow-ups and replies I can handle each week with **[HOURS]** hours available.

PRO TIP Change one thing at a time and test with enough volume. Small samples can mislead you into the wrong conclusions.

CHAPTER 9 5 PROMPTS

Bonus: Swipe File Starter Pack

Fill-in-the-blank templates and checklist

Finish with a swipe file starter pack. These fill-in-the-blank templates and checklists give you a fast way to write outreach without starting from scratch.

126 Swipe File: Short Intro Template

Create a fill-in-the-blank cold email template with greeting, relevant observation, one-line offer, social proof placeholder and a soft question. Keep it under 90 words.

127 Swipe File: Follow-Up Template

Create a fill-in-the-blank follow-up template adding new value, referencing the first email and ending with a simple question.

128 Swipe File: LinkedIn Template

Create fill-in-the-blank templates for a connection note, first message and follow-up on LinkedIn, each under 300 characters.

129 Pre-Send Checklist

Create a final checklist before sending any outreach covering accurate name and company, relevance, clear ask, opt-out, compliance, links and proofreading.

130 Cheat Sheet: Cold Email Formula

Give me a reusable cold email formula with relevance, value, proof and ask, and fill it in with an example for **[OFFER]**.

PRO TIP Customize every template before sending. A template is a starting point, not a message to blast to a list.

Prompt Customization Guide

Every prompt in this pack can be improved with a little context. Use the master template below, then adapt the pieces to your task.

The master prompt template

> Act as **[ROLE]**. My goal is **[GOAL]**. The audience is **[AUDIENCE]**. Use a **[TONE]** tone. Here is the background: **[CONTEXT]**. Produce **[OUTPUT FORMAT]** in about **[LENGTH]**. Avoid **[THINGS TO AVOID]**. Before you answer, ask me up to three questions if anything is unclear.

Six upgrades that improve any prompt

- **Set a role.** Tell the AI who to be, such as an experienced editor or a patient tutor, so it picks the right vocabulary and depth.
- **Share real context.** Paste your own notes, product details or goals. Specific input produces specific output.
- **Define success.** Say what a great answer looks like: length, structure, level of detail, what to include.
- **Give an example.** Paste a sample you like and ask the AI to follow its structure and style, not copy its words.
- **Set boundaries.** List words, claims or topics to avoid and rules the answer must respect.
- **Ask for options.** Request three versions with different angles, then combine the best parts.

Follow-up phrases that work

- Make this shorter and more direct.
- Rewrite for a complete beginner.
- Give me three alternative versions with different angles.
- What is missing or unclear in this draft?
- Turn this into a checklist I can follow.
- Now critique your own answer and fix any weak points.

Prompt Tracker

Print this page or copy it into your notes. Record the prompts that work best for you, what you changed, and how well the result performed.

Prompt No.	What I used it for	My edits	Rating (1-5)

Thank You

Thank you for downloading this pack. We hope it saves you time and helps you do better work with AI.

Browse more free prompt packs, cheat sheets and AI tools at **aipdfbundles.com**.

Use AI responsibly. Always review AI output for accuracy, fairness and suitability before you rely on it. Follow the laws, platform rules and professional standards that apply to your work. This document is for general information and productivity support only; it is not legal, medical, financial or other professional advice.