



Official Pen

*A draft in ten seconds is worthless
if the rewrite takes you an hour.*

10 prompts to write letters, minutes, memos and funding notes with AI, and hand in a document that lands first time instead of one you rewrite from scratch.

Free for the SYSTINFO community



GOOD TO KNOW

The time you save leaks back out.

The 2026 studies agree on two numbers: daily use of AI saves roughly two hours a week, yet up to four hours in every ten can drain straight back into checking and rewriting. Three things to settle before you start.

- **A vague instruction costs more than it returns**

Asking for a letter with no other detail returns lukewarm text you have to redo. Naming the reader, the tone and the format skips that detour.

- **You are still the author**

Your name sits at the bottom of the page. The AI supplies raw material, you sign off on every figure, date and commitment.

- **Official documents carry sensitive data**

Strip names, file numbers and contact details before pasting anything, then put them back in the final version.

The habit that pays: read it aloud before sending. Wrong notes are audible.

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THE METHOD

Ten prompts, five jobs.

A professional document is judged by someone short on time. These 10 prompts tell the AI who will read it, in what tone, and in what shape. Change the words in brackets to fit your situation.

Every prompt follows the same recipe: Context, Objective, Style, Tone, Audience, Response. Copy the structure, change the brackets.

01 **Ask and follow up**

· 2 prompts

02 **Report back**

· 2 prompts

03 **Inform and set rules**

· 2 prompts

04 **Make your case**

· 2 prompts

05 **Speak up, go further**

· 2 prompts



The Formal Request

PROMPT TO COPY

Context: I am writing to [office] to obtain [what]. Facts: [dates, references, steps already taken].

Objective: secure [decision] before [date].

Style: plain administrative prose, short sentences.

Tone: respectful and firm.

Audience: a case officer handling dozens of files a day.

Response: one page, subject line, three paragraphs (situation, request, enclosures), standard sign-off.

What you get

A letter the case officer can grasp in thirty seconds. The request shows up in the first paragraph, not at the foot of the page.



The Polite Chaser

PROMPT TO COPY

Context: I wrote to [recipient] on [date] about [subject] and heard nothing back.

Objective: get a reply without putting them on the defensive.

Style: short, factual, one reminder only.

Tone: warm, never accusing.

Audience: someone swamped, not someone stalling.

Response: ten lines, dated reminder, request restated, a suggested deadline.

What you get

A nudge you can send without wincing. The dated reminder does the work for you, and the door stays open.



The Faithful Minutes

PROMPT TO COPY

Context: here are my notes from the [date] meeting on [topic]: [paste your notes].

Objective: let those who missed it understand what was decided.

Style: neutral, no interpretation added.

Tone: professional and impersonal.

Audience: colleagues who were not in the room.

Response: decisions first, then actions with owner and deadline, then open questions.

What you get

Minutes people actually read. Leading with decisions rather than the agenda changes everything for whoever opens the file.



The Activity Report

PROMPT TO COPY

Context: I am reporting on [period] for [unit]. Facts and figures: [paste].

Objective: show what moved and what stalled.

Style: structured, quantified, one idea per paragraph.

Tone: measured, neither triumphant nor gloomy.

Audience: management who will read page one only.

Response: a ten-line summary up top, then results, obstacles, needs, each tied to a dated fact.

What you get

A report whose first page is enough. The figures stay yours: the AI arranges them, it never invents them.



The Internal Memo

PROMPT TO COPY

Context: I am announcing [change or rule] effective [date] for [team].

Objective: make sure everyone knows what to do differently on Monday.

Style: direct, clear instructions, no jargon.

Tone: firm and kind.

Audience: colleagues with mixed backgrounds.

Response: fifteen lines, what changes, from when, what each person does, who to ask.

What you get

A memo that heads off ten follow-up questions. Naming the person to contact at the end defuses half the worry.



The Hard News

PROMPT TO COPY

Context: I must announce [delay, refusal, reorganisation] to [recipients], for this reason: [the real reason].

Objective: say it plainly without wounding anyone.

Style: sober, no corporate fog.

Tone: human, accountable, honest.

Audience: people directly affected.

Response: the news in sentence one, the reason, what happens next, a contact point.

What you get

An announcement you do not have to reread three times before daring to send it. Leading with the news is kinder than burying it.



The Reasoned Complaint

PROMPT TO COPY

Context: I am disputing [decision or invoice] dated [date], reference [number]. Evidence: [facts, documents].
Objective: obtain [correction] without going to law.
Style: reasoned, every claim tied to a document.
Tone: calm and determined, never threatening.
Audience: a team buried in angry complaints.
Response: one page, dated facts, main argument, costed request, list of enclosures.

What you get

A complaint that stands apart from ordinary anger. Dated facts and numbered enclosures carry more weight than outrage.



The Funding Note

PROMPT TO COPY

Context: I am requesting [amount] from [funder] for [project]. Elements: [budget, beneficiaries, results].

Objective: convince within a two-page note.

Style: concrete, quantified, verifiable promises only.

Tone: professional and confident, no fanfare.

Audience: a panel comparing ten bids in a row.

Response: problem, solution, beneficiaries, budget, results, timeline. Flag what my file is missing.

What you get

A note that survives the comparison. The last instruction is the valuable one: it tells you what is missing before the panel spots it.



The Opening Words

PROMPT TO COPY

Context: I speak for [length] on [date] to [audience] at [event]. Points to land: [two or three].

Objective: be heard to the end and remembered for one thing.

Style: spoken, short sentences, one concrete image.

Tone: warm and steady.

Audience: a mixed crowd, on their feet, half distracted.

Response: a script to be read aloud, timed, with pauses marked and a memorable closing line.

What you get

A speech written for the ear, not the eye. The timing spares you the one complaint audiences always remember: length.



The Final Check

PROMPT TO COPY

Context: here is the document you have just drafted for me: [paste the text].

Objective: find what would cost me credibility if I sent it as is.

Style: a critical list, do not rewrite the text.

Tone: blunt, demanding.

Audience: me, before I press send.

Response: unverifiable claims, figures to confirm, phrasing too casual or too pompous, personal data to strip out.

What you get

The prompt that wins the saved time back. Four hours in ten leak into corrections: this targeted read recovers most of them.



THANK YOU · NOW GO WRITE



One sentence, one big thank you.

These cards are given to you free, with no advertising.
Our only reward is your appreciation.

Give us 30 seconds

Take a moment to say thank you on one of our channels. A public word, however short, keeps us going and keeps the advice coming, one card at a time.

Scan to join us and to say thank you



WhatsApp



Mattermost



LinkedIn



Facebook