

PRINTABLE GUIDE

Draft an email with AI and review it

AI can help organise an email or make a rough draft clearer. You remain responsible for its meaning, facts and tone. Begin with a simple message such as declining an invitation, rather than uploading an entire private conversation.

Phone or computer | 2 min read | 5 steps

Before you start

- ☐ Choose the message's purpose and intended tone.
- ☐ Replace private names and details with simple labels where possible.

1. Write the essential facts

Make a short list of what the recipient needs to know and what you want them to do next. Leave out information that is irrelevant to the draft.

- ☐ Done this step

2. Give a direct brief

Try 'Draft a friendly email declining an invitation because I am away. Keep it under 100 words and do not invent a reason beyond that.' Add your essential facts without sensitive details.

- ☐ Done this step

3. Read for meaning

Check that it says what you intend. Look for invented commitments, apologies, dates or promises. Ask for a shorter or plainer version if it sounds unlike you.

- ☐ Done this step

4. Add the real details privately

Copy the useful draft into your own email app. Add the recipient and any necessary personal information there. Recheck names, dates and attachments before sending.

☐ Done this step

5. Send after your own review

Read the completed email once more. Confirm that the To and CC fields are correct and that the tone suits the relationship. A generated draft is not automatically ready to send.

☐ Done this step

Try it for yourself

Draft a short invitation reply, then remove anything you would not normally say.

☐ I tried the task.

My notes

Should I paste a whole email thread into AI?

Only when appropriate and permitted under the service's data rules. For a beginner exercise, a short anonymised summary is usually enough to produce a useful draft.

Official help and the online guide

Official OpenAI documentation: prompting and drafts - <https://learn.chatgpt.com/docs/prompting>

Read online: <https://plaintechguides.com/guides/draft-an-email-with-ai-and-review-it/>