

Promptly Sample Pack

5 prompts, 2 templates, and 1 workflow. A real preview of how Promptly turns vague requests into usable outputs.

How to use this pack

- Copy a prompt, replace the bracketed fields, and paste it into ChatGPT, Claude, or Gemini.
- Use the templates when you want cleaner inputs before you ask AI to write anything.
- Use the workflow when you want the process, not just the one-off prompt.

Prompt 1 - Turn a vague request into a structured prompt

I have a rough request: [PASTE YOUR REQUEST]. Rewrite it into a structured AI prompt with these sections: objective, audience, context, constraints, desired format, tone, and one follow-up question if essential information is missing. Keep it concise and ready to paste into ChatGPT.

Prompt 2 - Write a sharper sales email

Write a sales email for [OFFER] aimed at [AUDIENCE]. Goal: [PRIMARY CTA]. Use a direct opening that names the pain point, one clear promise, one proof element, and a low-friction CTA. Keep it under 180 words and avoid generic hype.

Prompt 3 - Turn meeting notes into an action plan

Convert these meeting notes into a clean action plan: [PASTE NOTES]. Output: top decisions, open questions, task list with owners, deadlines, and a short recap paragraph I can send to the team. If something is unclear, flag it instead of guessing.

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More free examples from the same system.

Prompt 4 - Generate content angles from one offer

I sell [OFFER] to [AUDIENCE]. Generate 10 content angles that make the value concrete. Split them into: objections, quick wins, myths, proof, and behind-the-scenes. For each angle, give me a headline, a one-sentence hook, and the best format to publish it in.

Prompt 5 - Draft a client onboarding kickoff email

Write a kickoff email for a new [CLIENT TYPE] client. Include: welcome, what happens next, what I need from them this week, timeline expectations, and one reminder that reduces confusion later. Tone: calm, premium, and direct. Under 220 words.

Template 1 - Prompt brief template

- Objective: What should this output help the reader do or decide?
- Audience: Who is it for? Include role, sophistication, and urgency.
- Context: What product, offer, project, or situation is this for?
- Constraints: Length, tone, formatting, must-include details, and must-avoid details.
- Output format: Email, brief, bullets, table, script, checklist, or something else.

Template 2 - Automation handoff template

- Trigger: What event starts the workflow?
- Inputs: What data, links, notes, or files are available at the start?
- Processing: What should AI create, summarize, or transform?
- Human review: What must be checked before it goes out?
- Output destination: Where does the final asset live or get sent?

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One workflow, end to end.

Workflow - From raw request to reusable asset

- Step 1. Capture the raw request exactly as it arrived from a client, teammate, or your own notes.
- Step 2. Run Prompt 1 to structure the request into objective, audience, context, constraints, and format.
- Step 3. Drop the structured brief into the relevant writing prompt or template so AI has a clear job.
- Step 4. Review the draft for accuracy, specificity, and missing proof instead of rewriting from zero.
- Step 5. Save the final prompt plus the winning output in your own library so the next request starts faster.

What the paid products add

The paid Promptly packs go deeper with category-specific prompt systems, more templates, and tighter workflows for marketing, operations, content, onboarding, and product delivery. This sample is meant to show the quality, not to fake value behind an email wall.

Explore more

- Browse the storefront for focused prompt packs and template kits.
- Use the free workflows and tools on the site if you want more examples before buying.
- Keep this PDF in your own swipe file and reuse the structure whenever a vague request lands in your inbox.