

Write a better customer reply

One small AI task. About 15 minutes. No technical background needed.

1 Pick a made-up customer question

Use a question your business hears often. For this practice, leave out names, contact details, and private business information.

My type of business:

The customer asks:

Facts I can confirm:

2 Copy this prompt into your AI chat tool

I run a [type of business]. A customer asks: [made-up question]. The facts I can confirm are: [facts]. Draft a friendly reply under 100 words. Use plain language. Do not invent prices, policies, availability, or promises. If a key fact is missing, ask me before writing the reply. End with one clear next step for the customer.

Tip: A prompt is simply the instruction you give the AI.

CHECK IT. IMPROVE IT. SAVE IT.

3 Check the reply before you use it

Facts

Are every price, policy, and promise true? Delete anything you cannot confirm.

Tone

Does this sound like your business? Keep it friendly and clear.

Next step

Does the customer know what to do next? Ask for only the details you need.

4 Ask the AI to improve it

Try: "Make this shorter and warmer. Keep only the facts I gave you. End with one clear next step." Check the revised answer again.

5 Save a version you can reuse

Save the checked reply and the prompt in your own notes. Adapt the facts for each customer and review the result every time.

Your first win: a reply you have checked and would feel comfortable adapting for your business.

Tell us what happened

Join the free starter area and share your business, the task you tried, and one thing you changed. If you are stuck, say where.

Open Start Here at www.creaitorclub.com

Ready to use AI for more business tasks?

Creaitor Club Membership is \$27/month. Continue with beginner lessons, business prompts, practice exercises, and the members-only discussion area. Review the current offer and trial terms before joining.

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