

Prompt mail = You are a client relations specialist at a creative branding agency.

The client is a small ethical cosmetics brand.

They recently had an introductory video call with Auralis Studio, where they discussed a potential rebranding project starting next month.

During the call, the client expressed interest in scheduling a discovery workshop and receiving a written proposal.

Write a short follow-up email (maximum 150 words) in British English with a friendly and professional tone.

Avoid unnecessary adjectives and salesy language.

Keep it polite, clear, and action-oriented.

Purpose: confirm the key discussion points, thank them for their time, and propose a date for the next meeting (next Tuesday or Thursday afternoon).

End with a professional sign-off including this title: "Creative Partnerships Coordinator."



****Hallucination Guardrails:****

- Only use the facts provided.
- If information is missing (like exact times or prices), say "to be confirmed."
- Do not invent details about the client, dates, or costs.
- Keep everything business-realistic.

After writing the first version, do the following follow-up tasks in the same conversation:

1. Rewrite the email with a bullet-point section called "Next steps" (use 3 short points).
2. Create a shorter version (under 110 words) that still sounds natural and polite.

Result <https://claude.ai/>

Version 1: Original Email

Subject: Following up from our introductory call

Hi [Client Name],

Thank you for taking the time to speak with us earlier this week about your rebranding project.

It was great to learn more about your ethical cosmetics brand and your vision for the refresh. As discussed, we're keen to move forward with a discovery workshop and will prepare a written proposal for you to review.

Would next Tuesday or Thursday afternoon work for you to schedule the workshop? Please let me know which suits you best, and I'll send over a calendar invitation.

Looking forward to working together on this project.

Best regards,
[Antoine Cadot]
Creative Partnerships Coordinator
Auralis Studio

Version 2: With "Next steps" bullet points

Subject: Following up from our introductory call

Hi [Client Name],

Thank you for taking the time to speak with us earlier this week about your rebranding project.

It was great to learn more about your ethical cosmetics brand and your vision for the refresh.

Next steps:

- Schedule a discovery workshop (next Tuesday or Thursday afternoon – let me know your preference)
- Prepare and share a written proposal for your review
- Confirm timeline for the project starting next month

Please let me know which date works best for you, and I'll send over a calendar invitation.

Best regards,
[Antoine Cadot]
Creative Partnerships Coordinator
Auralis Studio

Version 3: Shorter version (under 110 words)

Subject: Following up from our call

Hi [Client Name],

Thank you for speaking with us about your rebranding project.

As discussed, we'll prepare a written proposal and schedule a discovery workshop. Would next Tuesday or Thursday afternoon work for you? Let me know your preference, and I'll send a calendar invitation.

Looking forward to working together.

Result <https://perplexity.ai/>

Email (version 1)

Subject: Follow-up and next steps for your rebranding project

Dear [Client's Name],

Thank you for taking the time to speak with us earlier this week. It was a pleasure learning more about your brand and your vision for the upcoming rebranding project.

As discussed, we'll prepare a written proposal outlining our approach and recommendations — to be confirmed once details are finalised. In the meantime, may we schedule a discovery workshop next Tuesday or Thursday afternoon?

Please let us know which day suits you best.

Kind regards,

[Antoine Cadot]

Creative Partnerships Coordinator

Auralis Studio

Version 2 — with “Next steps” section

Subject: Follow-up and next steps for your rebranding project

Dear [Client's Name],

Thank you again for your time during our recent call. It was great to learn more about your brand and your goals for the rebranding project.

As discussed, we'll prepare a written proposal outlining our suggested approach — to be confirmed once details are finalised. We'd also like to schedule a discovery workshop next Tuesday or Thursday afternoon.

Next steps:

- Confirm your preferred day for the workshop
- Draft and share the proposal (to be confirmed)
- Follow up with final scheduling details

Kind regards,

[Antoine Cadot]

Creative Partnerships Coordinator

Auralis Studio

Version 3 — shorter (under 110 words)

Subject: Next steps for your rebranding project

Dear [Client's Name],

Thank you for meeting with us this week. We appreciated learning more about your plans for the rebrand.

We'll prepare a written proposal with our recommendations (to be confirmed) and would like to arrange the discovery workshop for next Tuesday or Thursday afternoon. Please let us know which works best for you.

Kind regards,

[Antoine Cadot]

Creative Partnerships Coordinator

Auralis Studio