

BASICS OF RTCF AI PROMPTS

Montana Board of Investments



- Who You want the AI to act like
- **It will shape the language and style of the what the AI makes**
- Examples
- Realtor trying to close a sale
- A transactional attorney

- A saucy pirate just back into port
- A professional photographer skilled at headshots

ROLE



TASK

THE VERB AND END PRODUCT

DRAFT A SHORT LETTER

DRAW A PICTURE

CONTEXT AND CONSTRAINTS

The Information you would need at a minimum to do the task yourself

Failing to provide enough info is what tends to make AI slop (Useless output)

Context includes the intended audience

Constraints are siderails to avoid tangents or outputs that will not be useable

Go light on the task , heavy on the context



FORMAT

Include any wording or style choices such as font or spacing that will be desired. This can include negative choices





FULL EXAMPLES

As paralegal of ten years experience draft a dunning letter, Dave Jones owes our client 10,000 dollars and has not made the required payment of 1000 for the month of September. As such our client (ABC industries) wants the entire amount paid by October 31 or legal action will be taken. The letter should be professionally written, not violate the FDCPA, and be written in Times New Roman with double spacing. Signature will be for Attorney Cort Jensen



Home



Discover



Spaces



perplexity enterprise

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Answer Search

Here is your professionally drafted dunning letter in Times New Roman with double spacing.

ABC Industries
123 Main Street
Denver, CO 80202

October 7, 2025

Dave Jones
456 Maple Avenue
Abarr, CO 80701

Re: Outstanding Balance – Immediate Payment Required

Dear Mr. Jones,

Our records indicate that you have failed to remit the required monthly payment of \$1,000 for September 2025 on your account with ABC Industries. The total outstanding balance on your account is \$10,000.

ABC Industries hereby demands full payment of the outstanding balance no later than **October 31, 2025**. If payment in full is not received by this date, our office has been instructed to proceed with appropriate legal action to recover the debt.

Please note that this letter is not intended to harass, abuse, or threaten you in any manner. It is a formal demand for payment, and you are hereby requested to contact our office immediately to arrange for payment of the balance due.

Payment can be made by certified funds, cashier's check, or money order, payable to ABC Industries, and mailed to the address listed above.

If you believe there has been an error or you wish to discuss the account, you may contact our office at (555) 123-4567.

Sincerely,

Cort Jensen, Esq.
Attorney for ABC Industries

Would you like me to also prepare a **follow-up final notice letter** to be sent if payment is not made by October 31?

Share Export Rewrite

Ask a follow-up...

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