

AI Prompt Pack for Freelancers — 40 Prompts

How to use this pack: copy a prompt, replace every [BRACKETED] detail with your own, and paste it into your AI tool. The bracketed parts are the only parts you must change — everything else is ready to run. Short, specific prompts get better answers than long, vague ones.

All prompts in this pack are original and written for freelancers. Use them for your own business as much as you like.

Winning proposals

1. Write a short freelance proposal for [SERVICE] aimed at [CLIENT TYPE]. Open with the result they want, list exactly three deliverables, name one relevant past result, and end with a single clear next step. Keep it under 250 words and use a confident, plain tone.
2. Rewrite this proposal opening so it talks about the client, not about me: [PASTE OPENING]. Keep every fact, remove every sentence that starts with "I", and end with a question about their goal.
3. Turn this service list into a proposal section that sells outcomes, not tasks: [PASTE LIST]. For each item, add the result the client gets from it.
4. Draft five subject lines for a proposal email to [CLIENT TYPE] about [SERVICE]. Make each one specific to their business, not generic, and under 60 characters.
5. I lost a proposal to a cheaper freelancer. Write a polite reply that asks what mattered most in their decision, keeps the door open, and offers one useful free tip related to [SERVICE].
6. Write a proposal for [SERVICE] where the client budget is [AMOUNT] but my usual fee is [HIGHER AMOUNT]. Show what fits inside their budget, what is left out, and how they can upgrade later — without apologising for the price.
7. Create a one-page proposal outline for [PROJECT TYPE]: problem, outcome, three deliverables, timeline in three steps, fee, and next step. No jargon.

8. Write the "why me" paragraph of a proposal for [NICHE] clients. Use one concrete result with a number, one short client quote I can adapt, and no superlatives.

Client emails that get answered

1. Write a first outreach email to [CLIENT TYPE] offering [SERVICE]. Mention one specific thing about their business, name one problem I can fix, and ask for a 15-minute chat. Under 120 words.

2. Rewrite this client email to be half as long without losing any information: [PASTE EMAIL]. Keep it polite and keep every date, price and deliverable.

3. A client has gone quiet after delivery. Write a friendly payment reminder that assumes they are busy, not avoiding me, states the amount [AMOUNT] and due date [DATE], and gives one easy way to pay.

4. Write a professional reply to a client asking for work outside the agreed scope. Say yes to the extra work, price it at [AMOUNT], and ask for written approval before starting.

5. Draft an email that sets a boundary: I do not work weekends, and urgent weekend work costs [AMOUNT] extra. Keep it warm, firm, and one paragraph long.

6. Write a project kickoff email that lists what I need from the client, the date I need it by, and what happens if it arrives late. Friendly tone, no blame.

7. A client wants unlimited revisions. Write a reply that explains my revision policy in two sentences, offers a paid extra-round price, and keeps the relationship good.

8. Write a thank-you email to send with final delivery that asks for a testimonial, suggests the exact two questions they can answer, and mentions future work naturally.

Pricing and negotiation

1. Help me price [SERVICE] for [CLIENT TYPE]. My costs are [COSTS], I want [TARGET MONTHLY INCOME], and I can take [NUMBER] such projects a month. Show the maths and suggest three price points: budget, standard, premium.

2. A client says "that is too expensive". Write three reply options: one that reduces scope to fit their budget, one that splits payment, and one that politely declines. Each under 80 words.
3. Turn my hourly rate of [RATE] into a fixed project price for [PROJECT DESCRIPTION]. Estimate the hours, add a buffer for revisions, and present it as one clean project fee.
4. Write a price-increase email to existing clients: my rate rises from [OLD] to [NEW] on [DATE], because [REASON]. Thank them, keep it short, and give them one way to lock the old rate for a limited time.
5. Compare two offers for the same work: [OFFER A] and [OFFER B]. Score each on money, time, learning, and future work, then recommend one with reasons.
6. Draft a reply to a client offering "exposure" instead of payment. Decline politely, state my fee, and offer one genuinely free low-effort alternative that still helps them.

Portfolio and profile

1. Write a 100-word freelancer bio for [SERVICE] aimed at [CLIENT TYPE]. Lead with the result I deliver, name the niche, and end with a call to action.
2. Turn this project into a portfolio case study: [PASTE PROJECT DETAILS]. Structure it as problem, what I did, result with a number, and one client quote slot.
3. Write five headline options for my freelance profile in [NICHE]. Each must say who I help and what result they get, in under 12 words.
4. Rewrite my service description so a non-expert client understands it: [PASTE DESCRIPTION]. Replace every technical term with plain words and add one example.
5. Draft a short "about" section for my portfolio site that explains my background in three sentences, names my niche, and invites the reader to contact me.
6. Create a checklist for launching a freelance profile: photo, headline, bio, three portfolio pieces, one testimonial, and rates. Add a one-line quality test for each item.

Content and social posts

1. Write a short social post that teaches one useful tip about [TOPIC] for [AUDIENCE], ends with a question, and never mentions my services until the last line.
2. Turn this client result into a social post without naming the client: [PASTE RESULT]. Focus on the before-and-after, keep it under 150 words.
3. Write five post ideas for a freelancer in [NICHE] for the next week: two teaching posts, one behind-the-scenes post, one client-story post, and one opinion post.
4. Rewrite this post so it sounds like a person, not an advertisement: [PASTE POST]. Keep the point, cut the hype words, and end with one honest line.
5. Draft a short video script outline (under 60 seconds) explaining [SERVICE] to a beginner: hook in the first 5 seconds, three points, and a call to action.
6. Write a weekly content plan for a freelancer with only three hours a week: what to create, what to reuse, and what to skip.

Follow-ups and difficult clients

1. A client keeps adding small changes after delivery. Write a message that lists the changes so far, explains the revision limit kindly, and prices further changes at [AMOUNT] each.
2. Write a project pause notice: work stops on [DATE] until [MISSING ITEM] arrives, the timeline moves by the same number of days, and no hard feelings.
3. Draft a final-delivery handover note: what was delivered, where each file is, how to use it, and what support is included for [NUMBER] days.
4. A client is unhappy with the work. Write a reply that thanks them, asks three specific questions about what is wrong, and proposes one revision round to fix exactly those points.
5. Write a polite decline for a project that is outside my skills, recommend the type of person who could do it, and leave the door open for future work in my niche.
6. Draft a short message to a past client I have not spoken to in six months: one useful observation about their business, one offer relevant to it, and no pressure.