TOP 10 AI PROMPTS
FOR CONTRACTORS

Save Time. Win More Jobs. Run a Tighter Operation.

AI tools like ChatGPT and Claude can save contractors hours every week — but only if you know how to prompt them correctly. This guide gives you **10 ready-to-use prompts** organized into two power categories: **Email Triage** and **RFI & Submittal Generation**. Copy, paste, and customize for your jobs.

HOW TO USE THIS GUIDE	
	1. Find the prompt that matches your situation.
	2. Replace the [BRACKETED] fields with your project details.
	3. Paste into ChatGPT, Claude, or your preferred AI tool.
	4. Review, adjust, and send.

SECTION 1
Email Triage Frameworks — Save Hours Every Week

The average contractor spends 1–2 hours daily sorting and responding to emails. These prompts turn AI into your personal project communications assistant.

PROMPT #1
Daily Email Triage Summary
Paste a batch of emails into AI and get a priority-sorted action list in seconds — no more missing urgent items buried in your inbox.

■ **COPY THIS PROMPT:**

> *I'm a [general contractor / subcontractor / project manager] on a [commercial / residential] construction project. Below are my unread emails from today. Please sort them into three categories: (1) URGENT — needs a response or action today, (2) THIS WEEK — important but not time-critical, and (3) FYI ONLY — no action needed. For each urgent item, suggest a one-sentence reply I can send. Here are the emails: [PASTE YOUR EMAILS HERE]*

Pro Tip: Works best when you paste 5–20 emails at once. Save the output as your morning to-do list.

PROMPT #2

Professional Response to an Angry Client or GC

When tensions run high on a job, it's easy to fire back a response you'll regret. Let AI help you stay professional and protect the relationship.

■ **COPY THIS PROMPT:**

> *I received this email from my [client / general contractor / project owner] and I need to respond professionally. I want to acknowledge their concern, provide a clear explanation without being defensive, and propose a resolution. My goal is to protect the relationship and keep the project moving forward. Here is the email I received: [PASTE EMAIL HERE] Here is my side of the situation: [EXPLAIN YOUR PERSPECTIVE IN 2-3 SENTENCES]*

Pro Tip: Always review AI-drafted replies before sending. Add your personal touch and specific project details.

PROMPT #3

Delay Notification to Owner or GC

Document delays properly from day one. A professional delay notice protects you legally and sets expectations early.

■ **COPY THIS PROMPT:**

> *Write a professional delay notification email on behalf of [YOUR COMPANY NAME], a [trade / GC], to [RECIPIENT NAME / COMPANY]. The project is [PROJECT NAME] located at [ADDRESS]. We are experiencing a delay due to [CAUSE OF DELAY — e.g., material lead times, weather, owner-directed change]. The anticipated impact is [NUMBER] days. We want to notify the relevant parties, document the cause, and outline next steps. Keep the tone professional and factual.*

Pro Tip: Always include a date, project number, and reference any contract clause that covers force majeure or owner-caused delays.

PROMPT #4

Subcontractor Scope Clarification Email

Miscommunication with subs costs money and causes rework. Use this prompt to get crystal-clear scope emails sent fast.

■ **COPY THIS PROMPT:**

> *Write a professional email to [SUBCONTRACTOR COMPANY NAME] clarifying the scope of work for [PROJECT NAME / PHASE]. The scope in question is: [DESCRIBE THE DISPUTED OR UNCLEAR SCOPE — e.g., who provides blocking, who cleans up, which items are in/out]. I need the email to be direct, firm but respectful, and end with a request for written confirmation of their understanding by [DATE].*

Pro Tip: Request written confirmation back — this protects you if scope disputes escalate to change orders or claims.

PROMPT #5
Weekly Project Status Email to Owner

Keeping owners informed proactively builds trust and reduces those 'just checking in' calls that eat up your day.

■ **COPY THIS PROMPT:**

> *Write a weekly project status update email for [PROJECT NAME] to be sent to [OWNER / CLIENT NAME]. Here are this week's details: - Work completed this week: [LIST COMPLETED ITEMS] - Work scheduled for next week: [LIST UPCOMING ITEMS] - Current schedule status: [ON TRACK / X DAYS BEHIND / X DAYS AHEAD] - Open issues or decisions needed from owner: [LIST ANY OPEN ITEMS] - Budget status (if applicable): [STATUS] Keep the tone confident, clear, and professional. Format it so it's easy to skim.*

Pro Tip: Send these every Friday. Clients who feel informed are far less likely to micromanage or withhold payment.

SECTION 2

RFI & Submittal Generators — Move the Job Forward

Poorly written RFIs and submittals cause delays, rejections, and disputes. These prompts help you generate clear, complete documentation that gets approved faster.

PROMPT #6
Standard RFI — Drawing Conflict or Ambiguity

When drawings or specs conflict, document it immediately with a formal RFI. This prompt generates a professional, complete RFI in seconds.

■ **COPY THIS PROMPT:**

> *Write a formal Request for Information (RFI) for a construction project with the following details: - Project Name: [PROJECT NAME] - Project Number: [PROJECT #] - RFI Number: [RFI #] - Date: [DATE] - Submitted By: [YOUR COMPANY] - Directed To: [ARCHITECT / ENGINEER / GC] - Description of Issue: [DESCRIBE THE CONFLICT, MISSING INFO, OR AMBIGUITY IN THE DRAWINGS/SPECS] - Drawings/Specs Referenced: [LIST DRAWING NUMBERS, SHEET NAMES, SPEC SECTIONS] - Response Needed By: [DATE] Format it professionally with a clear subject, description, question, and space for a written response.*

Pro Tip: Always reference the specific drawing sheet and detail number. Vague RFIs get slow responses or no response at all.

PROMPT #7

RFI — Owner-Directed Change or Verbal Instruction

If an owner or GC tells you to do something verbally that differs from the contract, document it in writing immediately with an RFI.

■ **COPY THIS PROMPT:**

> *Write a formal RFI documenting a verbal directive given on [DATE] at [LOCATION / SITE MEETING]. The directive was given by [NAME / TITLE at COMPANY] to [YOUR COMPANY / YOUR NAME]. The instruction was: [DESCRIBE EXACTLY WHAT WAS VERBALLY DIRECTED — e.g., 'install additional blocking not shown on drawings']. This work was not included in our original scope per [CONTRACT SECTION / DRAWING REFERENCE]. We are seeking written confirmation of this directive and authorization to proceed. Note that this may result in a change order request for [ESTIMATED COST AND TIME IMPACT if known].*

Pro Tip: Getting verbal directives in writing is how you protect your right to get paid for extra work. Do this every time.

PROMPT #8

Submittal Cover Letter — Product Data / Shop Drawings

Submittals without clear cover letters get lost in the shuffle. This prompt generates a professional submittal package cover letter that gets reviewed faster.

■ **COPY THIS PROMPT:**

> *Write a professional submittal cover letter for the following submission: - Project Name: [PROJECT NAME] - Submittal Number: [SUBMITTAL #] - Date: [DATE] - Submitted By: [YOUR COMPANY] - Submitted To: [GENERAL CONTRACTOR / ARCHITECT] - Spec Section: [SPEC SECTION NUMBER AND TITLE — e.g., 09 21 16 Gypsum Board] - Items Included: [LIST ITEMS — e.g., product data sheets, shop drawings, samples] - Description: [BRIEF DESCRIPTION OF WHAT'S BEING SUBMITTED AND FOR WHAT PORTION OF WORK] - Required Response Date: [DATE] Include a certification statement that the submittal is in conformance with contract documents except as noted.*

Pro Tip: Always track your submittal log. If you don't have a response within your required turnaround window, follow up in writing.

PROMPT #9

Submittal Response to Revise & Resubmit

Got a 'Revise and Resubmit' with unclear or incomplete reviewer comments? This prompt helps you respond professionally and document what was changed.

■ **COPY THIS PROMPT:**

> *I received a 'Revise and Resubmit' review stamp on submittal [SUBMITTAL #] for [SPEC SECTION / ITEM]. The reviewer's comments were: [PASTE OR DESCRIBE REVIEWER COMMENTS]. Write a professional resubmittal cover letter documenting: (1) each comment we received, (2) how we addressed it or why we disagree, and (3) a list of revised documents included in this resubmission. Maintain a professional, cooperative tone even if we believe some comments are unnecessary.*

Pro Tip: If you disagree with a reviewer comment, you can note your objection — but do it diplomatically. Always comply under protest and note the impact if forced to change.

PROMPT #10

Potential Change Order (PCO) Justification Memo

Before issuing a formal change order request, document the basis for the change clearly. This memo sets the stage for getting paid on extras.

■ **COPY THIS PROMPT:**

> *Write a Potential Change Order justification memo for [PROJECT NAME], Project #[PROJECT #]. Submitted by [YOUR COMPANY] on [DATE] to [GC / OWNER]. PCO #[NUMBER]. The basis for this PCO is: [DESCRIBE THE CHANGE — e.g., differing site condition, design change, owner directive, code requirement not in original scope]. Contract reference: [CITE RELEVANT CONTRACT CLAUSE OR DRAWING/SPEC THAT SUPPORTS YOUR CLAIM]. Estimated cost impact: $[AMOUNT] — breakdown attached. Estimated schedule impact: [X DAYS] to the [critical path / milestone]. Keep the tone professional and factual. Reference contract language where applicable.*

Pro Tip: Submit PCOs early and often. Waiting until the end of a project to request change orders is the #1 reason contractors don't get paid for extras.

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