

FR-29 · Future Ready · AI Move of the Day

Human Thank-You Email

Thank-you emails sound fake. Let's fix that.
Today AI helps you draft, but one specific
detail from you makes it human.

Start the email

Build my prompt

YOUR CURRENT LEVEL

0 XP

Level 1: Polite Starter

Choose who and what

Build warm prompt

Read AI draft

Add personal detail

Remove robot words

Send to your person

The big idea

A thank-you email should sound like a real person noticed a real thing. AI can help with structure, but it cannot know the tiny detail that made the moment matter.

The email goes to your own person: a teacher, mentor, senior, coach, relative, organiser, or someone who helped you. It does not go to Vanguard Scholar.

1 Choose who you want to thank

Start with a real person and a real reason.

You do not need a dramatic reason. A useful explanation, a recommendation, a class session, an interview tip, a project review, or help during an event can all deserve a short thank-you.

Who is the email to?

Example: my economics teacher

What are you thanking them for?

Example: explaining how to prepare for the college interview

Teacher

Mentor

Coach

Senior

Relative

Event organiser

THOUGHT BULB

“Thank you for everything” sounds polite but blurry. “Thank you for explaining the interview question about teamwork” sounds real.

☐

I chose who I am thanking and what I am thanking them for.

2

Ask AI for a warm, short draft

Open ChatGPT, Claude, or Gemini. Paste the prompt below.

The prompt tells AI what not to do: not formal, not robotic, not over-the-top.

YOUR FILLED PROMPT

Help me write a short, warm thank-you email to my economics teacher for explaining how to prepare for the college interview. Keep it human and specific, not formal or robotic. I'll add the personal detail.

COPY-PASTE PROMPT

Help me write a short, warm thank-you email to [who] for [what]. Keep it human and specific, not formal or robotic. I'll add the personal detail.

Copy my filled prompt

CAUTION BOARD

Do not paste private phone numbers, addresses, marksheets, application IDs, or sensitive personal details into AI. Keep the prompt simple.

☐ I used the warm thank-you email prompt in an AI tool.

3 Read the draft like a human

AI's first draft is a starting point, not the final email.

Draft preview

Subject: Thank you

Dear Ma'am,

Thank you for taking the time to explain how I can prepare for my college interview. Your advice made the process feel clearer and less overwhelming.

I really appreciate your support.

Warmly,
Your name

THOUGHT BULB

This draft is okay, but it is still missing the detail only you know. That detail is what makes the email feel real.

☐

I read the AI draft and treated it as editable.

4

Add one specific detail only you know

This is the human switch.

Add one detail from the actual moment. Keep it simple. One line is enough.

Specific detail

“The part about answering with one example really helped.”

Too vague

“Your guidance was very valuable and insightful.”

Specific detail

“I tried your 3-point structure yesterday and felt less nervous.”

Too dramatic

“You have changed my entire life forever.”

My one specific detail

Example: The tip about giving one real example in each answer helped me the most.

☐ I added one specific detail that only I know.

5 Remove robot words

Warm does not mean fake. Simple beats fancy.

Sounds robotic

“I am writing to express my sincere gratitude for your invaluable guidance and support.”

Sounds human

“Thank you for taking the time to help me understand what to expect.”

Sounds robotic

Sounds human

“Your inputs were highly beneficial to my overall growth journey.”

“Your example made the interview feel less confusing.”

OPTIONAL DE-ROBOT PROMPT

Here is my thank-you email draft:

[paste draft]

Please make it sound more natural and human. Keep it short. Remove formal or robotic phrases. Do not make it dramatic.

Copy de-robot prompt

☐ I removed formal, robotic, or overdramatic phrases.

6 Final check before sending

The email should be short, warm, and real.

3-SECOND SEND CHECK

Is it short? Around 4–7 lines is enough.

Is it specific? It mentions what helped.

Is it yours? You would actually say it.

CAUTION BOARD

Read the email once before sending. Make sure the person's name, title, and reason are correct. AI can make small mistakes that feel embarrassing in email.

☐

I checked the email and sent it to my own person, or saved it to send later.

7 **Optional: make your AI Move card**

A small reminder of the email move you just learned.

CARD COPY

Title: AI Move of the Day

Move: Write a thank-you email that does not sound robotic.

Prompt: “Help me write a short, warm thank-you email to [who] for [what]. Keep it human and specific, not formal or robotic. I’ll add the personal detail.”

Closer: Add one specific detail only you know, then send.

☐

I made, sketched, or saved the AI Move card.

Final 5-minute move

Add one specific detail only you know. Remove one robotic phrase. Then send the email to your own person.

☐

I did not share private information with AI.

☐ I added a real detail from the actual moment.

☐ The final email sounds like me, not a robot.

NOTEBOOK LINE

Write this down: “**Specific is what makes thank-you writing feel human.**”

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Vanguard Scholar — Smart questions. Smarter answers. You, upgraded.

Made with care. No data collected.

Questions? Teachers and parents, write to us. Students, speak with your teacher or a grown-up first.