

# Design card: Parent letter assistant

For the AI Agents workshop · filled-in example for guide 3

LeX Consultancy B.V. · 20 September 2026



This is what the card looks like once filled in. Form: **Agent with knowledge base**, guide 3. Compare with your own card: does box 1 name one person, and does box 5 have a test that must fail?

| 1. Who is it for                                                                                                                                                                                                  | 2. What goes in                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A form tutor who at 16:00 still has to send a letter about next week's school trip and has three woolly paragraphs. Wants the letter to sound like the school, not like themselves.                               | The draft letter or loose sentences, pasted into the chat. If the class or the requested action is missing, the agent asks for it.                                                       |
| 3. What comes out                                                                                                                                                                                                 | 4. What it must stick to                                                                                                                                                                 |
| The rewritten letter with a subject line, in the style of the style guide (B1, formal address, structure), and below it "What I changed": at most five points with the rule for each. Missing facts as [FILL IN]. | The style guide of Example College (style-guide-example-college.pdf) in the knowledge base; invent no dates, names or appointments; no introduction or compliment from the agent itself. |

## 5. How you know it works

| Test             | What goes in                             | What must come out                                                                         |
|------------------|------------------------------------------|--------------------------------------------------------------------------------------------|
| 1                | A woolly letter about a parents' evening | A short letter with date, time, place and what the parent must do; five improvement points |
| 2                | Two loose sentences without a class      | The agent first asks which class the letter is for                                         |
| 3 (the hard one) | A letter without the date of the trip    | [FILL IN] where the date should be, no invented date                                       |

## What this card decided

- Boxes 1 and 2 decided the input fields and the first question of the app.
- Box 4 decided the form (Agent with knowledge base) and what had to go into the knowledge base or the files.
- Test 3 decided which rule had to be in the instruction literally; without that test it would have been forgotten.