



Legal Document Creation Agent

👨‍🍳👨‍🍳 Estimated time: 20 minutes

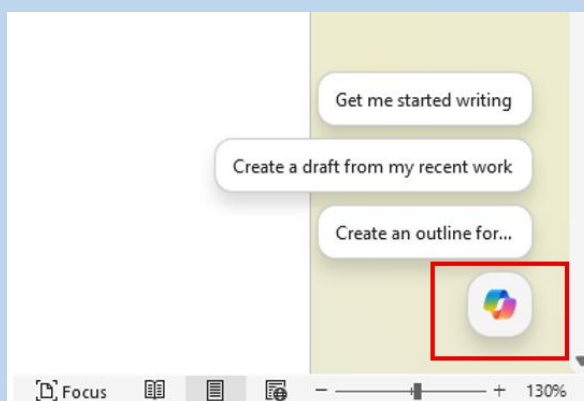
(recipe inspired by Microsoft)

Purposes:

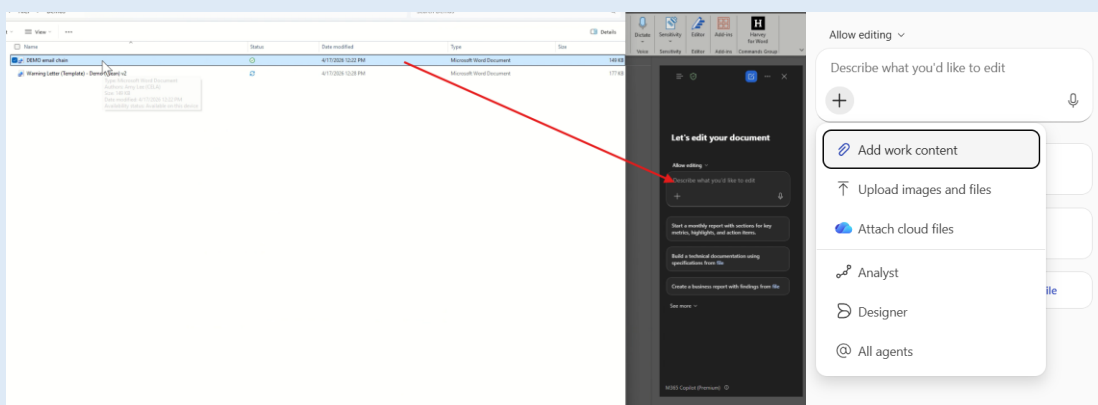
- Populate and revise a legal template by using Copilot in Word to extract relevant facts from consolidated email correspondence and automatically complete all placeholder fields with tracked changes.

Step-by-step guide:

1. Open a template document (e.g. warning letter) in **Word** and activate **Copilot** by clicking the Copilot icon at the bottom right corner.



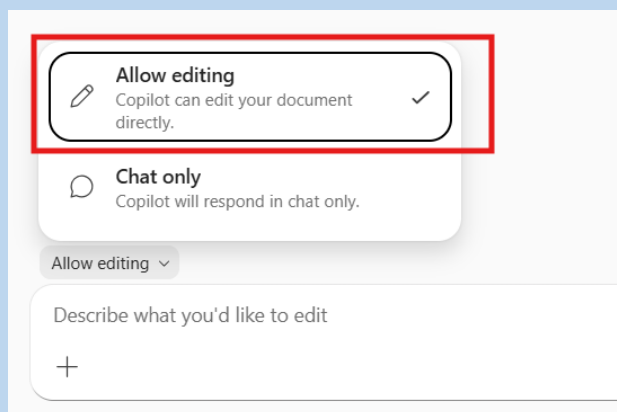
2. Export or copy all relevant email correspondence into a single **Word document**. Upload the document to Copilot by dragging and dropping it into the chat panel or using the **Add work content** function to attach the file.



3. Enter a structured prompt in the chat panel. Adjust the sample prompt below as needed:

"Please prepare a [**type of legal document**] based on the facts in the attached email chain, remove and replace all placeholder texts with the relevant names and factual details from the email chain. Apply all edits directly to the template using tracked changes."

Make sure **Allow editing** is enabled so that Copilot can directly edit the document.



4. Copilot will apply edits directly to the document in accordance with your instructions. Continue prompting Copilot to refine the draft (e.g. complete missing information or adjust specific clauses) until the document is ready for review.

