TYGART MEDIA FIELD SHEET · CLAUDE SERIES

Claude AI for Email Writing — a Tygart Media field sheet

Context-first email prompts, Sonnet 5.5 vs Opus 5.5 / Fable 5.2, Free 5-Project setup, and Pro / Max / Ultra limits.

Verified 2026-11-13 against Anthropic official docs · Guide: tygartmedia.com/claude-ai-for-email-writing/ · Official Anthropic: claude.com/product/overview

DIRECT ANSWER · VERIFIED 2026-11-13

Supply 3 inputs for clean email: (1) recipient & worry, (2) single next action, (3) tone. Save 3–5 approved sent emails in a **Claude Project** (up to **5 Projects included on Free $0**; daily senders run **Pro $20/mo or $17 annual**). Daily work uses `Sonnet 5.5`; high-stakes escalations use `Fable 5.2` or `Opus 5.5`; heavy senders choose **Max ($100/mo)** or **Ultra ($200/mo, formerly Max 20×)** (tygartmedia.com/claude-ai-pricing/).

1. The Three-Input Prompt Rule & Voice Anchoring

- **State Before Drafting:** Who reads it and what they fear + the exact single action required + relationship tone (peer, homeowner, adjuster, executive).
- **Field & Restoration Specificity:** Include job/file number, mitigation/rebuild stage, and physical next owner so updates end phone tag.
- **One Style Project Forever:** Paste 3–5 emails you actually sent, tell Claude to mirror sentence cadence and ban fluff (`synergy`, `hope this finds you well`).

2. Model & Privacy Discipline

- **Sonnet 5.5 vs Fable 5.2 / Opus 5.5:** Keep `Sonnet 5.5` on quick follow-ups; use `Fable 5.2` or `Opus 5.5` for contract disputes and executive escalations.
- **Thread Sanitization:** Strip passwords, bank routing details, SSNs, and health data before pasting customer email chains.

Verified Claude Plan & Pricing Snapshot (Verified 2026-11-13)

Sender Volume / Model	Plan & Cost	Recommended Model Role	Project & Safety Note
Occasional Drafts	Free ($0)	Sonnet 5.5 (fast tone) & Haiku 5.5 (1M ctx)	Includes up to 5 Projects; strip account numbers/PHI
Daily Operator / Inbox	Pro ($20/mo; $17 annual)	Sonnet 5.5 default; Fable 5.2 / Opus 5.5 for hard threads	5× Free capacity + unlimited voice Projects
High-Volume Agency / Ops	Max ($100/mo) · Ultra ($200/mo)	5× Pro (Max) or 10× Pro weekly + no 5-hr cap (Ultra)	Ultra replaced former Max 20× naming (+ $200 API credits)
Shared Office / Field Desk	Team Standard $20/$25 · Prem $100/$125	Shared templates & voice rules across 2–150 seats	**No training on team email text by default**

Verified 2026-11-13 (tygartmedia.com/claude-ai-pricing/). Claude does not log directly into Gmail/Outlook unless wired intentionally via connectors/API.

Next Steps & Implementation Checklist

- ■ Build one Email Voice Project with 3–5 approved sent messages (works on Free up to 5 Projects).
- ■ Switch long thread drafts to Sonnet 5.5 (daily speed) or Fable 5.2 / Opus 5.5 (sensitive negotiations).
- ■ Choose Team Standard ($20 annual / $25 monthly) when multiple staff draft client/adjuster messages.
- ■ Review dates, amounts, and commitments line-by-line before hitting send in Gmail or Outlook.

CANONICAL LINKS & PRICING HUB

Full Interactive Guide: https://tygartmedia.com/claude-ai-for-email-writing/ | **Pricing Hub:** tygartmedia.com/claude-ai-pricing/ | **Anthropic Official:** https://claude.com/product/overview