Standard letters — 7 indirect wordings

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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11 letters · fictional document

Fictional document — demonstration example

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Letter	Decision announced	Wording used	Direct?
Refusal of support	Refusal	"could not be granted"	**No**
Rejection of an incomplete file	Rejection	"cannot be assessed as it stands"	**No**
Objection to a declaration	Objection	"calls for observations"	**No**
Refusal of a grant	Refusal	"was not selected"	**No**
Non-renewal	Non-renewal	"will not be continued"	**No**
Refusal of an exemption	Refusal	"cannot be granted"	**No**

Letter	Decision announced	Wording used	Direct?
Rejection of an internal appeal	Rejection	"is maintained"	**No**
Award of support	Award	"is granted"	Yes
Acknowledgement	—	—	—
Summons	—	—	—
Request for documents	—	—	—

> **All seven unfavourable decisions use an indirect wording; the one favourable decision is announced directly.** The pattern is systematic, which makes it an editorial choice rather than a run of accidents.

What this record does not say

Whether that choice is right. An administration may legitimately want to soften a refusal; it may equally want it understood first time. Both positions can be defended, and neither follows from a readability score.

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