# Stocktake — 23 standard letters, 7 to rework

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

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Cross-checked against the register of resolutions · fictitious document

**Fictional document — demonstration example**

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

**Fictitious document**, produced for the demonstration. **The agent has written the 7 updated versions**, each aligned on the resolution in force, **with the replaced line and the line replacing it side by side. The CCAS rereads, corrects with a word and settles the version — and it is that signature which makes the letter enforceable against a resident who challenges it.**

## What the 23 standard letters produce each year

| Family of letters | Annual volume | Templates concerned |
|---|---|---|
| **Award notification** | **268** | **1 template — the one quoting the replaced scale** |
| Request for missing documents | **197** | 1 template |

| Family of letters | Annual volume | Templates concerned |
|---|---|---|
| **Reasoned refusal** | **47** | **1 template — the most closely read, because a resident rereads it before challenging** |
| Invitations, referrals, acknowledgements and other letters | 100 | 20 templates |
| **Total** | **612 letters a year** | **23 templates** |

**Three templates out of twenty-three produce 512 of the 612 items sent** — more than eight letters in ten. **Reworking those three first means dealing with the bulk of the output in twenty minutes of validation**, and the other twenty can wait until the autumn without changing anything to the team's workload.

## The 7 letters predating the resolution that amends them

| Standard letter | What no longer matches | Governing resolution | Items sent per year |
|---|---|---|---|
| **Award notification** | **Quotes the former disposable income threshold** | **Resolution revising the means scale** | **268** |
| **Reasoned refusal** | **Relies on a replaced scale** | Resolution revising the means scale | **47** |
| Heating assistance letter | Revised income ceiling | Resolution revising the means scale | 38 |
| Address registration certificate | Amended period of validity | Resolution on address registration | 31 |



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| Standard letter | What no longer matches | Governing resolution | Items sent per year |
|---|---|---|---|
| Meals-on-wheels letter | Revised daily contribution | Resolution on charges | 26 |
| Committee invitation | Address of a room that has changed | Notice published by the service | 22 |
| Overpayment recovery letter | Revised instalment terms | Resolution on the assistance rules | 9 |
| **Total** | — | — | **441 letters a year issued from an out-of-date template** |

> **These 7 gaps existed before the agent.** They only show up when the template and the register of resolutions are put side by side — **and nobody had the time to do it, because this work only shows when it has not been done.**

## The routine that stops it happening again

| When | What the agent does | What is for the CCAS |
|---|---|---|
| **The day after every board meeting** | **It flags any standard letter that an evening resolution amends, and writes the updated version** | **The read-through and settling the version** |
| On request | **It costs what the updated version would have changed over the past year, letter by letter** | **Go-live, signed — it takes a word** |

## For the CCAS to settle

Order of rework for the 7 standard letters, approved by the head of service: _____



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