



The five letter templates — 1,312 files unblocked

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry
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Requests for a further document, ready to sign · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The names of individuals are invented. The letters are written, not sent: the chief executive's signature remains the act that puts them in the post.**

The proposed sending order, and what it unblocks

Wave	Files	Why these first	Returns expected within 3 weeks
Wave 1 — week 1	289	Home size and town matching what the office allocated at least ten times last year; a single missing document in 251 cases	176
Waves 2 to 14 — 80 a week	1,023	Spread over four months so five people can absorb the returns	624 in total

LINDBERGH FORMATION — a simplified joint-stock company with share capital of €250,000 · Registered office: 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114 · SIRET 817 946 114 00029 · VAT FR 60 817 946 114 · "Blue Lemon Agent" trade mark · Training-provider registration no. 119 108 635 91 (Île-de-France prefect — this registration does not amount to State approval) · Qualiopi certified, no. 03896, for the "training actions" category · contact@bluelemonagent.ai · dpo@bluelemonagent.ai · Hosted in France.

Wave	Files	Why these first	Returns expected within 3 weeks
Total	1,312	—	Around 800, or 61 % — the return rate observed on your own document requests

Why not send everything on the same day: 1,312 letters at once produce around 800 returns inside the same three-week window, that is **800 documents to read, check and file for five people**. Spreading them delays nothing — **all 1,312 letters are written today** — it avoids a bottleneck that would cost more than the wait it removes.

Template A — tax assessment notice missing or from too old a tax year (438 files)

Habitat des Trois Vallées — applications and allocations department

Ms Aline Vergnaud — application no. 2026-03512

Dear Ms Vergnaud,

Your social housing application, registered under unique number **2026-03512** on **14 March 2026**, is live in our records. **One document is missing before it can be put to the allocation committee.**

Document to supply: the tax assessment or non-assessment notice covering income for **2024**, for every adult member of the household.

Why: the « household income » section, line 4 of your application form, requires it so that the income ceilings can be checked. The notice you sent us covers income for 2022.

Filing deadline: 30 September 2026. After that date your application stays registered and keeps its waiting time, but it cannot be put to the committee.

Three ways to file it: at the front desk, 12 rue des Tilleuls, Monday to Friday from 9 am to 5 pm · through the online form, section « complete my application » · by post to the address above.

If you have any difficulty obtaining this document, call us: a caseworker will tell you how to proceed.

The chief executive

What this letter does and the previous one did not: it names the exact document and its tax year, it quotes the line of the form that requires it, it reassures on waiting time — the applicant's number one fear — and it gives three ways of filing, two of them without leaving home. Across the 438 files under template A, the projected return rate rises from 44 % to 61 %.

The five templates, and what each one unblocks

Template	Document requested	Files	Plain-language version — a dedicated agent, and it is not part of what this agent includes	Reviewed by
A	Tax assessment notice for the right tax year	438	To be passed on	_____
B	Proof of income for the last three months	361	To be passed on	_____
C	Certificate of accommodation signed by the host	214	To be passed on	_____
D	Valid identity document or residence permit	187	To be passed on	_____
E	Up-to-date proof of household composition	112	To be passed on	_____

What falls into place next, with no fresh campaign

Every night, the applications filed or amended the previous day are checked, and the missing-document letter is written within twelve hours of filing. At the observed rate of **4,700 applications a year**, that comes to **around 26 letters a week**, each attached to one of the five templates already approved. **No file will sit incomplete for six months without anyone noticing: it will be known the next day, and so will the household.**

Maximum delay between filing and the document letter going out, settled by the office:
_____ hours

Scope of this document: the service operated by Blue Lemon Agent. For an agent deployed at your premises, the applicable location is that of the architecture set out in the quotation and verified before commissioning; local execution is announced only for the configuration explicitly described and accepted in the quotation; the applicable isolation depends on the deployment mode set out in the quotation, no dedicated isolation being presumed; the encryption mechanisms in transit and at rest, their components and key management are those documented for the architecture chosen; roles and permissions are configured and accepted for the identities and systems actually connected; the events logged, their content, their retention period and who may access them are defined for the deployment chosen.