The five letter templates — 1,312 files unblocked

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

Document issued on 09/11/2026

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

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.

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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

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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

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> https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-agent-logement-social

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