Document request — template and 168 files

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

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What is missing, why, and how to file it · fictional 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.

Fictional document, produced for the demonstration. **Requests cover only the 168 genuinely missing documents**, after matching against everything the household has already filed. **For the 14 files still unanswered at day 30, the draft closure letter is written and reasoned: the caseworker signs in one minute instead of a quarter of an hour, and it is that signature that makes the closure dated and open to challenge.**

The four parts of a request, and what each one avoids

Part	Content	What it avoids
The documents expected	**Named as the claimant knows them — “your 2025 tax assessment”**	**Confusion with an internal reference label**
The reason	In one sentence: what the document is for in assessing the entitlement	**A request with no reason produces a call; a request with a reason produces a filing**

Part	Content	What it avoids
Ways to file	Portal, front desk, post — and the date expected	A second request caused by filing through an unsuitable channel
What has already arrived	**The list of documents received**	**The feeling that nothing is moving — the claimant sees what they have done**

The delay this shifts

Measure	Before	With the agent
Request sent after filing	**6 days on average**	**The same day**
Effect on a first in-work benefit claim	**21 days**	**6 days recovered, against a 15-day service commitment**
Scheduled reminder	Manual, often forgotten	**Day 10, stopped by any response from the claimant**

The reminder stops at the first response, through whatever channel — online filing, post, call to the switchboard. **Nobody is chased for a document they have just filed:** it is the first cause of lost trust in an automatic reminder, and it is ruled out here, whatever the channel of response.

What the request leaves out, and what the family gains by it

Item left out	What the family gains
The threat of closure	**Closure remains a decision signed by the caseworker, therefore reasoned, dated and open to challenge — never an automatic consequence**
An appraisal of the situation	The request says what is missing and what the document is for; judging the household belongs to the profession

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Item left out	What the family gains
A document the office already holds	**Checked before any sending — that was 63% of the requests, that is 11 days of waiting avoided per family**

For the office to settle

Reminder interval chosen (day 10 by default): _____

> **Request a demo with your own documents**
>
> This document is a fictitious example. To see the agent work on your own documents, request a demo from its page.
>
> https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-gestionnaire-caf

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