Covering letter — the actions by directorate

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

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Built on the internal memo template · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The form is that of the body's internal memo**, used as it stands. **Only one field is left empty: the signature — the only entry that commits the executive.**

What the letter takes over, and where it comes from

Element	Content	Source
Form	**Heading, references, opening and closing formulas**	**Internal memo template, reviewed and approved**
Subject	Follow-up to the management meeting	Record of decisions, with its date
Body	**The actions filtered by recipient, with the exact wording of the record**	**Record of decisions**
Deadlines	As they were pronounced in the meeting	Recording of the session
Signature	**Left empty**	**To the chief executive**

The time this shifts, across the 1,240 letters and memos of the year

Item	Before	After	Annual gain
Preparing a letter or a memo	**11 minutes — 37 % of the time of the letter**	**3 minutes — 10 %**	**165 hours**
Covering letters after a management meeting	**42 a year, prepared by hand**	**Built as soon as the record is approved**	**The most repetitive document in the secretariat**

What is flagged without being asked

Finding	Volume	What is prepared
Actions whose deadline falls on the same day as actions open since March on the same directorate	**2 out of 9**	**Two versions of the letter: deadlines as they stand, or the second deadline moved a week later**
What this is not	—	**A calendar fact, not an objection — the choice stays with the chief executive**

> **A workable timetable is checked when the letter goes out, not when the action is late.** That is the only moment when a shift costs a minute rather than a meeting.

For the body to settle

Version of the letter retained by the chief executive: _____

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