



Covering letter — the actions by directorate

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Built on the internal memo template · 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. **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: _____

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.