



Letter of 05/08 — appeal, 4 days left

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

Document issued on 24/09/2026

Fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. **The agent does not say whether the appeal is well founded.** It records two dates, quotes the passage that qualifies the letter, and leaves the reroute to the mailroom.

The passage that qualifies the letter

"I challenge the decision of 12 June that was notified to me and I ask you to withdraw it."

Handwritten letter from Mr B., 2nd paragraph. The two underlined formulations are what make a letter a formal appeal rather than a complaint.

The two dates, and where each comes from

Date	Value	Source	Checked?
Decision challenged	12/06/2026	Attached to the letter	Yes, read off the document

Date	Value	Source	Checked?
Notification	14/06/2026	Authority's register	Yes
Appeal received	05/08/2026	Scanning	Yes
Expiry of the window	14/08/2026	Computed	—

The letter's journey through the building

Step	Date	Department	What happened
Scanning	05/08	Mailroom	Correct
Routing	05/08	Handling department	The case name appeared in it
Taken up	06/08	Handling department	Parked pending an opinion
Flagged	08/08	—	4 working days left

None of those steps is a fault. The handling department did what it usually does with a letter citing its case. What was missing is that someone read the two formulations in the second paragraph.

The reroute proposed

Element	Content
To	Appeals team
Copied	Handling department, which keeps the case
Attached	Letter + decision of 12/06 + register extract
Decided by	The mailroom — never by the agent

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