

SAMPLE

JOHN C. OVERSEER, NY-61

123 Kingdom Hall Dr., Anywhere NY 12345-6789

September 6, 2014

BODY OF ELDERS
CENTRAL CONGREGATION OF JEHOVAH'S WITNESSES, ANYWHERE, NY
C/O DAVID COORDINATOR
345 MAIN ST
ANYWHERE NY 12345-6789

Re: Appointments and deletions of elders and ministerial servants

Dear Brothers:

This is to confirm that I have appointed the following **elder(s)**:

John Andrew Elder (CBOE)
James Alan Olderman, Jr.

This is to confirm that I have appointed the following **ministerial servant(s)**:

David Robert Servant

This is to confirm that I have **deleted** the following brother(s) from serving as an elder or a ministerial servant:

Michael James Publisher

Please accept an expression of my warm Christian love.

Your brother,

John C. Overseer
John C. Overseer, NY-61