

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*

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