



WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A.

PHONE (718) 625-3600

January 15, 1991

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

The United States Postal Service has advised the Society that it will no longer leave uninsured parcels unprotected on porches, steps, or elsewhere. This new policy is effective immediately, and may affect future literature shipments you receive from the Society.

Accordingly, we recommend that your congregation have a permanent shipping address for literature where someone will be at home during the day to responsibly receive literature shipments. This address need not be restricted to the elders if their address is not suitable (please see paragraph 13 of the Watchtower Publications List).

If your congregation currently uses the Kingdom Hall as a permanent shipping address for literature and no one is present during the day to receive shipments, the elders should choose another address that meets the above-mentioned requirements. The enclosed Shipping Address for Literature Only form (S-36) should be used to provide the new address. Send the original to the Society and keep the duplicate in the congregation file.

Even if your congregation regularly receives most of its shipments at a Literature Distribution Center, or at an assembly hall, an address that meets postal requirements should still be supplied. The Society may ship some items directly to you by the United States Postal Service without prior notice.

Therefore, to avoid having shipments returned to the Society unnecessarily by the United States Postal Service, please give this matter your prompt attention.

We send an expression of our love and best wishes.

Your brothers,

Watchtower B. & T. Society

OF NEW YORK, INC.

Enclosures