



WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

September 6, 1999

TO SERVICE COMMITTEES OF CONGREGATIONS NOT SHARING A KINGDOM HALL

Re: Special Packet of Forms

Dear Brothers:

According to our records, your congregation does not share the Kingdom Hall with another congregation. Our July 1, 1999, letter to all bodies of elders regarding the Kingdom Hall Literature Inventory Arrangement stated, "If your congregation does not share the Kingdom Hall with another congregation, the arrangement for selecting a coordinating congregation and appointing a literature coordinator will not apply to you." We would like to clarify this matter with you at this time. Even though it is not necessary for you to select a coordinating congregation and notify the Society of such, your congregation will be viewed as a "coordinating congregation" by the Society. Therefore, please keep in mind that any forms or letters from the Society that make reference to coordinating congregations will, in general, apply to your congregation as well.

Enclosed you will find additional forms and envelopes that will be needed by the secretary and the literature servant. Please forward these items to these brothers after verifying that the forms and quantities shown on this sheet were actually received. If any items are missing, the secretary should immediately inform the Society in writing.

FORM DESCRIPTION	QUANTITY RECEIVED ✓
1re Literature Request Envelope	13 _____
S-14 Literature Request Form	15 _____
S-28 Monthly Movement of Literature	2 _____
S-36 Shipping Address and Kingdom Hall Literature Group Info.	2 _____

These forms, along with those received in the annual forms shipment, should provide your congregation with a sufficient supply for the service year. If additional forms are needed, however, they can be requested at any time on page four of the *Literature Request Form* (S-14).

Thank you for your cooperation, and please accept our warm love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosures