

[Congregation Name]
[Address]
[City, State, Zip Code]
[Date]
To: [Recipient's Name or "The Branch Office"]
Subject: Service Report Submission
Dear [Recipient's Name or "Brothers"],
We are pleased to submit the service report for [Month/Year] from the
[Congregation Name] congregation.
Total Hours of Service: [Total Hours]
Public Witnessing: [Hours]
Return Visits: [Number]
Bible Studies Conducted: [Number]
Share in Theocratic Ministry School: [Yes/No]
Additional Comments:
[Optional: Include any notable experiences, challenges, or blessings
related to service during the month.]
We appreciate your continued support and guidance.
Sincerely,
[Your Name]
[Your Position, if applicable]
[Congregation Name]