

## APPENDIX A. MODELS OF ADDRESS

### General Rules for Addressing Correspondence

1. Abbreviations. Spell out all titles except “Dr.,” “Mr.,” “Ms.,” “Mrs.,” in addresses before full names.
2. Two Titles. Do not use two titles with one name; for example, use “Dr. Paula White” or “Paula White, M.D.” Do not use “Dr. Paula White, M.D.” or “Ms. Paula White, M.D.”
3. Title Omitted. Use “Ms.” to address women when the incoming does not give a title. Omit the title if it is not known if the addressee is a man or a woman; for example, use “Leslie Doe” in the address, “Dear Leslie Doe:” as the salutation.
4. Retired Officials. After leaving a titled position, an individual may opt to retain that distinctive title.
5. Personal Preference. The addressee’s personal preference should be considered when deciding whether to use a title.

## Guidelines for Addressing Correspondence

### Guideline

1. If the incoming uses both a street address and a box number, put them in the same order on the reply.
2. In street addresses, do not use periods with abbreviations that indicate sectional divisions of cities, i.e., NW, SW, NE, SE. Use the USPS two-letter state and territory abbreviations. Hit the spacebar two times between the state code and the ZIP Code. Use [www.usps.com](http://www.usps.com) to find or verify extended ZIP Codes.
3. Put a box number before a post office station or number.
4. Put a rural route number before a box number.
5. Put an apartment, room, suite, or other unit number after the street address, on the same line or in the line above.
6. If the incoming contains only a city, state, and ZIP Code, it may be used on the reply.

### Example

Fort Knox Bank  
101 Gold Bar Road  
PO Box 823  
Fort Knox, KY 62702 + 4

Mrs. Queen O. Hearts  
117 Bridge Avenue, SW  
Poker City, CA 90014 + 4

Mr. George Jungle  
Box 2, Tarzan Station  
Wilderness, WA 45205 + 4

Ms. Mary Lamb  
RR 2, Box 2  
Wool City, WV 26360 + 4

Mr. Henree Ford  
600 Model T Street, Apartment 2  
First Car, MI 42886 + 4

Ms. Emmy A. Ward  
Oscar City, CA 90099 + 4

Models of Address. The following list shows the address format, salutation, and complimentary close for certain addressees.

### The White House

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
The President	The President The White House Washington, DC 20500-0004	Dear Mr. President: Dear Madam President: <i>(For the President only, use “Respectfully” as the complimentary close.)</i>
The Vice President	The Honorable (Full Name) The Vice President of the United States Eisenhower Executive Office Building Washington, DC 20501-0005	Dear Mr. Vice President: Dear Madam Vice President: Sincerely,
The President’s Spouse	Mr./Mrs. (Full Name) The White House Washington, DC 20500 + 4	Dear Mr./Mrs. (Last Name): Sincerely,
Assistant to the President	The Honorable (Full Name) Assistant to the President The White House Washington, DC 20500 + 4	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
Former President	The Honorable (Full Name) (Complete Address) (City, State ZIP Code + 4)	Dear President (Last Name): Sincerely,
Former Vice President	The Honorable (Full Name) (Complete Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,

## The Cabinet

### Inside Address and Envelope

The President  
The White House  
Washington, DC 20500-0004

The Honorable (Full Name)  
The Vice President of the United States  
Eisenhower Executive Office Building  
Washington, DC 20501-0005

The Honorable (Full Name)  
Secretary of Agriculture  
1400 Independence Avenue, SW  
Washington, DC 20250 + 4

The Honorable (Full Name)  
Secretary of Commerce  
14<sup>th</sup> Street and Constitution Avenue, NW  
Washington, DC 20230 + 4

The Honorable (Full Name)  
Secretary of Defense  
The Pentagon  
Washington, DC 20301 + 4

The Honorable (Full Name)  
Secretary of Education  
400 Maryland Avenue, SW  
Washington, DC 20202 + 4

The Honorable (Full Name)  
Secretary of Energy  
Forrestal Building  
1000 Independence Avenue, SW  
Washington, DC 20585 + 4

The Honorable (Full Name)  
Secretary of Health and Human Services  
200 Independence Avenue, SW  
Washington, DC 20201 + 4

### Salutation and Complimentary Close

Dear Mr. President:  
Dear Madam President:  
*(For the President only,*  
use “Respectfully” as  
the complimentary close.)

Dear Mr. Vice President:  
Dear Madam Vice President:  
Sincerely,

Dear Secretary (Last Name):  
Sincerely,

## The Cabinet (continued)

### Inside Address and Envelope

### Salutation and Complimentary Close

The Honorable (Full Name)  
Secretary of Homeland Security  
Washington, DC 20528

Dear Secretary (Last Name):  
Sincerely,

The Honorable (Full Name)  
Secretary of Housing and Urban  
Development  
Robert C. Weaver Federal Building  
451 Seventh Street, SW  
Washington, DC 20410 + 4

Dear Secretary (Last Name):  
Sincerely,

The Honorable (Full Name)  
Secretary of the Interior  
1849 C Street, NW  
Washington, DC 20240 + 4

Dear Secretary (Last Name):  
Sincerely,

The Honorable (Full Name)  
Attorney General  
Department of Justice  
10th Street and Constitution Avenue, NW  
Washington, DC 20530 + 4

Dear Mr. Attorney General:  
Dear Madam Attorney General:  
Sincerely,

The Honorable (Full Name)  
Secretary of Labor  
200 Constitution Avenue, NW  
Washington, DC 20210 + 4

Dear Secretary (Last Name):  
Sincerely,

The Honorable (Full Name)  
Secretary of State  
Harry S. Truman Federal Building  
2201 C Street, NW  
Washington, DC 20520 + 4

Dear Secretary (Last Name):  
Sincerely,

The Honorable (Full Name)  
Secretary of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590 + 4

Dear Secretary (Last Name):  
Sincerely,

## The Cabinet (continued)

### Inside Address and Envelope

The Honorable (Full Name)  
Secretary of the Treasury  
1500 Pennsylvania Avenue, NW  
Washington, DC 20220 + 4

The Honorable (Full Name)  
Secretary of Veterans Affairs  
810 Vermont Avenue, NW  
Washington, DC 20420 + 4

### Salutation and Complimentary Close

Dear Secretary (Last Name):  
Sincerely,

Dear Secretary (Last Name):  
Sincerely,

## Cabinet Rank Members

The Honorable (Full Name)  
Chief of Staff to the President  
The White House  
1<sup>st</sup> Floor, West Wing  
Washington, DC 20500-0004

Dear Mr./Mrs./Miss/Ms. (Last Name):  
Sincerely,

The Honorable (Full Name)  
Administrator, Environmental  
Protection Agency  
Ariel Rios Building  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460 + 4

Dear Mr./Mrs./Miss/Ms. (Last Name):  
Sincerely,

The Honorable (Full Name)  
Director, Office of Management  
and Budget  
725 17<sup>th</sup> Street, NW  
Washington, DC 20460 + 4

Dear Mr./Mrs./Miss/Ms. (Last Name):  
Sincerely,

The Honorable (Full Name)  
United States Trade Representative  
Winder Building  
600 17<sup>th</sup> Street, NW  
Washington, DC 20508 + 4

Dear Mr. Ambassador:  
Dear Madam Ambassador:  
Sincerely,

The Honorable (Full Name)  
Ambassador  
United States Mission to the  
United Nations  
140 East 45<sup>th</sup> Street  
New York, NY 10017 + (4)

Dear Mr. Ambassador:  
Dear Madam Ambassador:  
Sincerely,

The Honorable (Full Name)  
Administrator

Dear Administrator (Last Name):  
Sincerely,

Small Business Administration  
Suite 7000  
409 3<sup>rd</sup> Street, SW  
Washington, DC 20416 + 4

The Honorable (Full Name)  
Chairman  
Council on Economic Advisers  
The White House  
Washington, DC 20502 + 4

Dear Mr. Chairman:  
Dear Madam Chairman:  
Sincerely,

### The Federal Judiciary

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
The Chief Justice	The Honorable (Full Name) Chief Justice of the United States The Supreme Court of the United States Washington, DC 20543-0002	Dear Chief Justice: Sincerely,
Associate Justice	The Honorable (Full Name) Associate Justice of the Supreme Court of the United States Washington, DC 20543-0002	Dear Justice (Last Name): Sincerely,
The Clerk of the Supreme Court	The Honorable (Full Name) The Clerk of the Supreme Court (Last Name): The Supreme Court of the United States Washington, DC 20543-0002	Dear Mr./Mrs./Miss/Ms. Sincerely,
Chief Judge of a Court	The Honorable (Full Name) Chief Judge of the (Name of the Court) (Address) (City, State ZIP Code + 4)	Dear Chief Judge (Last Name): Sincerely,
Judge of a Court	The Honorable (Full Name) Judge of the (Name of the Court) (Address) (City, State ZIP Code + 4)	Dear Judge (Last Name): Sincerely,

## The Congress

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
President of the Senate (The Vice President acts in this capacity.)	The Honorable (Full Name) President of the Senate Washington, DC 20510 + 4	Dear Mr. President: Dear Madam President: Sincerely,
Speaker of the House of Representatives	The Honorable (Full Name) Speaker of the House of Representatives Washington, DC 20515 + 4	Dear Mr. Speaker: Dear Madam Speaker: Sincerely,
President pro tempore of the Senate	The Honorable (Full Name) President Pro Tempore United States Senate Washington, DC 20510 + 4	Dear Mr. President: Dear Madam President: Sincerely,
Majority or Minority Leader of the Senate	The Honorable (Full Name) Majority (or Minority) Leader United States Senate Washington, DC 20510 + 4	Dear Mr. Leader: Dear Madam Leader: Sincerely,
Majority or Minority Leader of the U.S. House of Representatives	The Honorable (Full Name) Majority (or Minority) Leader U.S. House of Representatives Washington, DC 20515 + 4	Dear Mr. Leader: Dear Madam Leader: Sincerely,
United States Senator	The Honorable (Full Name) United States Senate Washington, DC 20510 + 4 (or) The Honorable (Full Name) United States Senator (Local Address of State Office) (City, State ZIP Code + 4)	Dear Senator (Last Name): Sincerely,

**The Congress (continued)**

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
United States Representative	The Honorable (Full Name) U.S. House of Representatives Washington, DC 20515 + 4 (or) The Honorable (Full Name) Member, United States House of Representatives (Congressional District Office Address) (City, State ZIP Code + 4)	Dear Representative (Last Name): Sincerely,
Senator-elect	The Honorable (Full Name) United States Senate Washington, DC 20510 + 4	Dear Senator-elect (Last Name): Sincerely,
Representative-elect	The Honorable (Full Name) U.S. House of Representatives Washington, DC 20515 + 4	Dear Representative-elect (Last Name): Sincerely,
Committee Chairman Chairwoman Chair	The Honorable (Full Name) Chairman/Chairwoman/Chair Committee on (Name) United States Senate Washington, DC 20510 + 4 (or) The Honorable (Full Name) Chairman/Chairwoman/Chair Committee on (Name) U.S. House of Representatives Washington, DC 20515 + 4	Dear Mr./Madam Chairman: Dear Madam Chairwoman: Dear Mr./Madam Chair: Sincerely,  Dear Mr./Madam Chairman: Dear Madam Chairwoman: Dear Mr./Madam Chair: Sincerely,
Committee Member	The Honorable (Full Name) Committee on (Name) United States Senate Washington, DC 20510 + 4 (or) The Honorable (Full Name) Committee on (Name) U.S. House of Representatives Washington, DC 20515 + 4	Dear Senator (Last Name): Sincerely,  Dear Representative (Last Name): Sincerely,

## The Congress (continued)

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Subcommittee Chairman Chairwoman Chair	The Honorable (Full Name) Chairman/Chairwoman/Chair Subcommittee on (Name) (Name of Parent Committee) United States Senate Washington, DC 20510 + 4 (or) The Honorable (Full Name) Chairman/Chairwoman/Chair Subcommittee on (Name) (Name of Parent Committee) U.S. House of Representatives Washington, DC 20515 + 4	Dear Mr./Madam Chairman: Dear Madam Chairwoman: Dear Mr./Madam Chair: Sincerely,  Dear Mr./Madam Chairman: Dear Madam Chairwoman: Dear Mr./Madam Chair: Sincerely,
Committee Cochairman Cochairwoman Cochair	The Honorable (Full Name) Cochairman/Cochairwoman/ Cochair Committee on (Name) United States Senate Washington, DC 20510 + 4 (or) The Honorable (Full Name) Cochairman/Cochairwoman/ Cochair Committee on (Name) U.S. House of Representatives Committee on (Name) Washington, DC 20515 + 4	Dear Mr./Madam Cochairman: Dear Madam Cochairwoman: Dear Mr./Madam Cochair: Sincerely,  Dear Mr./Madam Cochairman: Dear Madam Cochairwoman: Dear Mr./Madam Cochair: Sincerely,
Subcommittee Member	The Honorable (Full Name) Subcommittee on (Name) (Name of Parent Committee) United States Senate Washington, DC 20510 + 4 (or) The Honorable (Full Name) Subcommittee on (Name) (Name of Parent Committee) U.S. House of Representatives Washington, DC 20515 + 4	Dear Senator (Last Name): Sincerely,  Dear Representative (Last Name): Sincerely,

## The Congress (continued)

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Joint Committee Chairman Chairwoman Chair	The Honorable (Full Name) Chairman/Chairwoman/Chair Joint Committee on (Name) Congress of the United States Washington, DC ZIP Code + 4	Dear Mr./Madam Chairman: Dear Madam Chairwoman: Dear Mr./Madam Chair: Sincerely,
Joint Committee Member	The Honorable (Full Name) Joint Committee on (Name) Congress of the United States Washington, DC ZIP Code + 4	Dear Senator (Last Name): Dear Representative (Last Name): Sincerely,
Joint Subcommittee Chairman Chairwoman Chair	The Honorable (Full Name) Chairman/Chairwoman/Chair Joint Subcommittee on (Name) Joint Committee on (Name) Congress of the United States Washington, DC ZIP Code + 4	Dear Mr./Madam Chairman: Dear Madam Chairwoman: Dear Mr./Madam Chair: Sincerely,
Joint Subcommittee Member	The Honorable (Full Name) Joint Subcommittee on (Name) Congress of the United States Washington, DC ZIP Code + 4	Dear Senator (Last Name): Dear Representative (Last Name): Sincerely,
Office of a Deceased Senator or Representative	Office of the late Senator (Full Name) United States Senate Washington, DC 20510 + 4 (or) Office of the late Representative (Full Name) U.S. House of Representatives Washington, DC 20515 + 4	Dear Sir/Madam: Sincerely,
Secretary of the United States Senate	The Honorable (Full Name) Secretary of the Senate United States Senate Washington, DC 20510 + 4	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
Clerk of the House	The Honorable (Full Name) Clerk of the U.S. House of Representatives U.S. House of Representatives Washington, DC 20515-6601	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,

**The Congress (continued)**

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Resident Commissioner	The Honorable (Full Name) Resident Commissioner of Puerto Rico U.S. House of Representatives Washington, DC 20515 + 4	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
Delegate	The Honorable (Full Name) Delegate from (Name of Location) U.S. House of Representatives Washington, DC 20515 + 4	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,

**Legislative Agencies**

Comptroller General	The Honorable (Full Name) Comptroller General of the United States (Address) Washington, DC ZIP Code + 4	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
Librarian of Congress	The Honorable (Full Name) Librarian of Congress Library of Congress Washington, DC 20540 + 4	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,

## Executive Departments and Independent Agencies

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Head of Executive Department	The Honorable (Full Name) Secretary of (Name of Department) (Address) Washington, DC ZIP Code + 4	Dear Secretary (Last Name): Sincerely,
Attorney General	The Honorable (Full Name) Attorney General Department of Justice 10th Street and Constitution Avenue, NW Washington, DC 20530 + 4	Dear Mr. Attorney General: Dear Madam Attorney General: Sincerely,
Solicitor General	The Honorable (Full Name) Solicitor General Department of Justice 10th Street and Constitution Avenue, NW Washington, DC 20530 + 4	Dear Mr. Solicitor General: Dear Madam Solicitor General: Sincerely,
Deputy Secretary/ Under Secretary/ Assistant Secretary/ Equivalent	The Honorable (Full Name) Deputy Secretary of (Name of Department) (Address) Washington, DC ZIP Code + 4 (or) The Honorable (Full Name) Under Secretary of (Name of Department) (Address) Washington, DC ZIP Code + 4 (or) The Honorable (Full Name) Assistant Secretary (or Equivalent) for (Name of Departmental Component) (Address) Washington, DC ZIP Code + 4	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,

## Executive Departments and Independent Agencies (continued)

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Postmaster General	The Honorable (Full Name) Postmaster General (Address) Washington, DC ZIP Code + 4	Dear Mr. Postmaster General: Dear Madam Postmaster General: Sincerely,
Head of a Federal Agency, Authority, or Board	The Honorable (Full Name) (Title) (Agency Name) (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
Head of a Major Organization Within an Agency, if a Presidential Appointee	The Honorable (Full Name) (Title), (Organization Name) (Agency Name) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
Chairman/Chairwoman/ Chair of a Commission or Board	The Honorable (Full Name) Chairman/Chairwoman/Chair, (Commission/Board Name) (Address) (City, State ZIP Code + 4)	Dear Mr./Madam Chairman: Dear Madam Chairwoman: Dear Mr./Madam Chair: Sincerely,
Chairman/Chairwoman/ Chair of a Permanently Chartered Commission or Council, if a presidential appointee	The Honorable (Full Name) (Commission Name) (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,

## American Missions

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
American Ambassador	The Honorable (Full Name) American Ambassador (City), (Country)	(formal) Sir/Madam: Very truly yours, (informal) Dear Mr. Ambassador: Dear Madam Ambassador: Sincerely,
Personal (Special) Representative of the President	The Honorable (Full Name) Personal Representative of the President of the United States of America to (Country) (Address) (City), (Country)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
American Consul General or American Consul	Mr./Mrs./Miss/Ms. (Full Name) American Consul General (or) American Consul (City), (Country)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,

## Foreign Diplomatic Missions to the United States

Foreign Ambassador in the United States	His/Her Excellency (Full Name)(formal) Ambassador of (Country) (Address) Washington, DC ZIP Code + 4	Excellency: Very truly yours, (informal) Dear Mr. Ambassador: Dear Madam Ambassador: Sincerely,
Foreign Minister in the United States (Head of a Legation)	The Honorable (Full Name) Minister of (Country) (Address) Washington, DC ZIP Code + 4	Dear Mr. Minister: Dear Madam Minister: Sincerely,
Foreign Minister Counselor in the United States	The Honorable (Full Name) Minister Counselor Embassy of (Country) (Address) Washington, DC ZIP Code + 4	Dear Mr. Minister: Dear Madam Minister: Sincerely,

## International Organizations

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
United States Representative to the United Nations with the Rank of Ambassador	The Honorable (Full Name) United States Representative to the United Nations with the Rank of Ambassador (Address) (City, State ZIP Code + 4)	(formal) Sir/Madam: Very truly yours, (informal) Dear Mr. Ambassador: Dear Madam Ambassador: Sincerely,
United States Representative on the Council of the Organization of American States	The Honorable (Full Name) United States Representative on the Council of the Organization of American States (Address) (City, State ZIP Code + 4)	(formal) Sir/Madam: Very truly yours, (informal) Dear Mr. Ambassador: Dear Madam Ambassador: Sincerely,

## State Governments and Local Governments

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Governor	The Honorable (Full Name) Governor of (State) (Address) (City, State ZIP Code + 4)	Dear Governor (Last Name): Sincerely,
Lieutenant Governor	The Honorable (Full Name) Lieutenant Governor of (State) (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
Attorney General	The Honorable (Full Name) Attorney General State of (Name) (Address) (City, State ZIP Code + 4)	Dear Attorney General (Last Name): Sincerely,
State Senator <i>*(See note below)</i>	The Honorable (Full Name) (State) Senate (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
State Representative/ Assemblyman/ Assemblywoman/ Delegate <i>*(See note below)</i>	The Honorable (Full Name) (State) House of Representatives/ (State) Assembly/ (State) House of Delegates (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,

**Note:** In most states, the lower branch of the legislature is known as the House of Representatives.

In some states, such as California, New York, New Jersey, Nevada, and Wisconsin, the lower branch is known as the Assembly.

In others, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates.

Nebraska has a one-house legislature. Its members are classed as Senators.

**State Governments and Local Governments (continued)**

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
State's Attorney	The Honorable (Full Name) State's Attorney (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
District Attorney	The Honorable (Full Name) District Attorney (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
Mayor	The Honorable (Full Name) Mayor of (City) (Address) (City, State ZIP Code + 4)	Dear Mayor (Last Name): Sincerely,
Mayor Pro Tem	The Honorable (Full Name) Mayor Pro Tem of (City) (Address) (City, State ZIP Code + 4)	Dear Mayor Pro Tem (Last Name): Sincerely,
President of a City Board of Commissioners	The Honorable (Full Name) President, Board of Commissioners of (City) (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
City Council Member	Mr./Mrs./Miss/Ms. (Full Name) Councilman/Councilwoman (City) City Council (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
Chief of Police	(Full Name) Chief of Police (City) (City, State ZIP Code + 4)	Dear Sir: Dear Chief (Last Name): Sincerely,

## Clergy

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Protestant	The Right Reverend (Full Name) Bishop of (City) (Address) (City, State ZIP Code + 4)	(formal) Right Reverend Sir: Right Reverend Madam: Sincerely, (informal) Dear Bishop (Last Name): Sincerely,
	The Very Reverend (Full name) Dean of (Cathedral) (Address) (City, State ZIP Code + 4)	(formal) Very Reverend Sir: Very Reverend Madam: Sincerely, (informal) Dear Dean (Last Name): Sincerely,
	The Reverend (Full Name) Bishop of (City) (Address) (City, State ZIP Code + 4)	(formal) Reverend Sir: Reverend Madam: (informal) Dear Bishop (Last Name): Sincerely,
	The Reverend (Full Name) (Title), (Name of Church) (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
Catholic	His Eminence (First Name) Cardinal (Last Name) Archbishop of (Diocese) (Address) (City, State ZIP Code + 4)	(formal) Your Eminence: Sincerely, (informal) Dear Cardinal (Last Name): Sincerely,
	The Most Reverend (Full Name) Archbishop of (Diocese) (Address) (City, State ZIP Code + 4)	(formal) Your Excellency: Sincerely, (informal) Dear Archbishop: Sincerely,

## Clergy (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Catholic	The Most Reverend (Full Name) Bishop of (City) (Address) (City, State ZIP Code + 4)	(formal) Your Excellency: Sincerely, (informal) Dear Bishop (Last Name): Sincerely,
	The Right Reverend Monsignor (Full Name) (Address) (City, State ZIP Code + 4)	(formal) Right Reverend Monsignor: Sincerely, (informal) Dear Monsignor (Last Name): Sincerely,
	The Very Reverend Monsignor (Full Name) (Address) (City, State ZIP Code + 4)	(formal) Very Reverend Monsignor: Sincerely, (informal) Dear Monsignor (Last Name): Sincerely,
	The Reverend (Full Name) (Initials of Order, if any) (Address) (City, State ZIP Code + 4)	(formal) Reverend Sir: Sincerely, (informal) Dear Father (Last Name): Sincerely,
	The Reverend Mother Superior (or) Reverend Mother (Name, Initials of Order) (Address) (City, State ZIP Code + 4)	Reverend Mother: Dear Reverend Mother: Dear Mother (Name): Sincerely,
	Sister (Name, Initials of Order) (Initials of Order, if used) (Address) (City, State ZIP Code + 4)	Dear Sister (Name): Dear Sister: Sincerely,

### Clergy (continued)

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Catholic (continued)	Brother (Name, Initials of Order) (Initials of Order, if used) (Address) (City, State ZIP Code + 4)	Dear Brother (Name): Dear Brother: Sincerely,
Jewish	Rabbi (Full Name), D.D. (or) Dr. (Full Name) (Address) (City, State ZIP Code + 4)	Dear Rabbi (Last Name): Dear Dr. (Last Name): Sincerely,
	Rabbi (Full Name) (Address) (City, State ZIP Code + 4)	Dear Rabbi (Last Name): Sincerely,
Chaplain	Chaplain (Full Name) (Rank, Service Designation) (Post Office Address of Organization and Station) (Address) (City, State ZIP Code + 4)	Dear Chaplain (Last Name): Sincerely,

### Education Officials

President of a College or University (with doctoral degree)	Dr. (Full Name) President, (Name of Institution) (Address) (City, State ZIP Code + 4)	Dear Dr. (Last Name): Sincerely,
President of a College or University (without doctoral degree)	Mr./Mrs./Miss/Ms. (Full Name) President, (Name of Institution) (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,
Dean of a School	Dean (Full Name) School of (Name) (Name of Institution) (Address) (City, State ZIP Code + 4)	Dear Dean (Last Name): Sincerely,
Professor (with doctoral degree)	Dr. (Full Name) Department of (Name) (Name of Institution) (Address) (City, State ZIP Code + 4)	Dear Dr. (Last Name): Sincerely,

### Education Officials (continued)

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Professor (without doctoral degree)	Professor (Full Name) Department of (Name) (Name of Institution) (Address) (City, State ZIP Code + 4)	Dear Professor (Last Name): Sincerely,
Associate/Assistant Professor (with doctoral degree)	Dr. (Full Name) Associate/Assistant Professor Department of (Name) (Name of Institution) (Address) (City, State ZIP Code + 4)	Dear Dr. (Last Name): Sincerely,
Associate/Assistant Professor (without doctoral degree)	Professor (Full Name) Associate/Assistant Professor Department of (Name) (Name of Institution) (Address) (City, State ZIP Code + 4)	Dear Professor (Last Name): Sincerely,

### Physicians and Lawyers

Physician	(Full Name), M.D. (Address) (City, State ZIP Code + 4)	Dear Dr. (Last Name): Sincerely,
Lawyer	(Full Name), Esquire (Address) (City, State ZIP Code + 4)	Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,

## Multiple Addressees

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
One Woman and One Man	Mrs./ Miss/Ms. (Full Name) and Mr. (Full Name) (Address) (City, State ZIP Code + 4)	Dear Mrs./ Miss/Ms. (Last Name) and Mr. (Last Name): Sincerely,
Two or More Men	Mr. (Full Name) and Mr. (Full Name) (Address) (City, State ZIP Code + 4)	Dear Mr. (Last Name) and Mr. (Last Name): Dear Messrs. (Last Name) and (Last Name): Gentlemen: Sincerely,
Two or More Women	Mrs./Miss/Ms. (Full Name) and Mrs./Miss/Ms. (Full Name) (Address) (City, State ZIP Code + 4)	Dear Mrs. (Last Name) and Ms. (Last Name): Dear Mmes. (Last Name) and (Last Name): (if married) Dear Mlles. (Last Name) and (Last Name): (if unmarried) Ladies: Sincerely,

## Miscellaneous Addressees

Widow	Ms. (Wife's Full Name) (Address) (City, State ZIP Code + 4)	Dear Ms. (Last Name): Sincerely,
	(or) Mrs. (Husband's Full Name) (Address) (City, State ZIP Code + 4)	Dear Mrs. (Last Name): Sincerely,
Married Couple	Mr. and Mrs. (Husband's First and Last Name) (Address) (City, State ZIP Code + 4)	Dear Mr. and Mrs. (Last Name): Sincerely,

**Miscellaneous Addressees (continued)**

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Family	The (Last Name) Family (Address) (City, State ZIP Code + 4)	Dear (Last Name) Family: Sincerely,
Unknown Gender	Leslie Smith (Address) (City, State ZIP Code + 4)	Dear Leslie Smith: Sincerely,
Organization of Women and Men	Name of Organization (Address) (City, State ZIP Code + 4)  (or) Mr./Mrs./Miss/Ms. (Full Name) President (or Other Appropriate Title) Name of Organization (Address) (City, State ZIP Code + 4) (or) President (or Other Appropriate Title) Name of Organization (Address) City, State ZIP Code + 4)	Ladies and Gentlemen: Gentlemen and Ladies: Dear (Name of Organization): Sincerely,  Dear Mr./Mrs./Miss/Ms. (Last Name): Sincerely,  Sir or Madam: Madam or Sir: Dear Sir or Madam: Dear Madam or Sir: Sincerely,
Organization of Women	Name of Organization (Address) (City, State ZIP Code + 4)	Ladies: Sincerely,
Organization of Men	Name of Organization (Address) (City, State ZIP Code + 4)	Gentlemen: Sincerely,

### **Military Service Personnel**

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Service Personnel	(Full Grade, Full Name, and abbreviation of service designation) (add “Retired”, if applicable) (Title and Organization) (Address) (City, State ZIP Code + 4)	Dear (Grade) (Last Name): Sincerely,
Lieutenant	Same as above	Same as above
Major	Same as above	Same as above
Colonel	Same as above	Same as above
Captain	Same as above	Same as above
General	Same as above	Same as above
Admiral	Same as above	Same as above

### **Service Academy Members**

Army or Coast Guard	Cadet (Full Name) (Service Designation) (Address) (City, State ZIP Code + 4)	Dear Cadet (Last Name): Sincerely,
Navy	Midshipman (Full Name) (Service Designation) (Address) (City, State ZIP Code + 4)	Dear Midshipman (Last Name): Sincerely,
Air Force	Air Cadet (Full Name) (Service Designation) (Address) (City, State ZIP Code + 4)	Dear Air Cadet (Last Name): Sincerely,
Merchant Marine	Midshipman (Full Name) (Service Designation) (Address) (City, State ZIP Code + 4)	Dear Midshipman (Last Name): Sincerely,

## Tribal Leaders

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Heads of Indian or Alaska Native Tribes/Groups	The Honorable (Full Name) (Title) (Name of Indian or Alaska Native Tribe/Group) (Address) (City, State Zip Code + 4)	Dear (Title) (Last Name): Sincerely,
	<u>Examples:</u>	
	The Honorable Lawrence T. Morgan Speaker Navajo Nation Council PO Box 3390 200 Parkway Administration Building 1 Window Rock, AZ 86515 + 4	Dear Speaker Morgan: Sincerely,
	The Honorable John D. Red Eagle Principal Chief Osage Nation Executive Branch 627 Grandview PO Box 779 Pawhuska, OK 74056 + 4	Dear Chief Red Eagle: Sincerely,
	The Honorable Theresa Two Bulls President Oglala Sioux Tribal Council PO Box 2070 Pine Ridge, SD 57770 + 4	Dear President Two Bulls: Sincerely,
	The Honorable Ned Anoatubby Governor Chickasaw Nation PO Box 1548 Ada, OK 74821 + 4	Dear Governor Anoatubby: Sincerely,