

APPENDIX B. MODELS OF ADDRESS

The models of address in this Appendix are the conventional forms of address used by the Federal Government. Use them as patterns for other addresses. They may be varied under certain circumstances. For example, "Honorable" may be replaced by a title, such as "General," "Dr.," or "His Excellency," as appropriate. All Presidential appointees, Federal and State elected officials are addressed as "Honorable." As a general rule, county and city officials, except mayors, are not addressed as "Honorable." Persons once entitled to the title "Governor," "Judge," "General," "Honorable," "Senator," "His Excellency," or a similar distinctive title, may retain the title throughout their lifetimes.

Only titles for men are shown in the examples of salutations. When a woman occupies the position, the title "Madam" is substituted for "Mr.," before such formal terms as "President," "Vice President," "Chairman," "Secretary," "Ambassador," and "Minister." Use the title "Senator" for a female Member of the Senate.

Observe the following general rules when addressing communications to individuals by name and/or title:

1. Spell out all titles in the address, except "Dr.," "Mr.," "Mrs.," and "Ms." Do not use two titles with the same meaning with one name.
2. When unsure if a female is "Miss" or "Mrs.," use "Ms."
3. If it is not known if the addressee is a man or woman, omit the title. For example, use "Leslie Doe" in the address line and "Dear Leslie:" as the salutation.
4. Use the courtesy title of Mr., Mrs., or Ms. in the address, unless otherwise indicated.
5. The Department of the Interior DOES NOT USE "The Honorable."

CORRECT

Mr. Lloyd White
President

Lloyd White, President

Dr. Paul White

Paul White, M.D.

Honorable John G. Rowland
Governor of Connecticut
Hartford, Connecticut 06106

WRONG

Mr. Lloyd White, President

Dr. Paul White, M.D.

The Honorable John G. Rowland
Governor of Connecticut
State Capitol
Hartford, Connecticut 06106

MODELS OF ADDRESS

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
The President	The President The White House Washington, DC 20500	Dear Mr. President: Respectfully,
Wife of the President	Ms. (full name) The White House Washington, DC 20500	Dear Ms. (surname): Sincerely,
Assistant to the President	Honorable (full name) Assistant to the President The White House Washington, DC 20500	Dear Mr. (surname): Sincerely,
Former President	Honorable (full name) (local address)	Dear President (surname): Sincerely,
The Vice President	Formal: The Vice President United States Senate Washington, DC 20510	Dear Mr. Vice President: Sincerely,
	Informal: Honorable (full name) The Vice President of the United States	Dear Mr. Vice President: Sincerely,
The Chief Justice	The Chief Justice of the United States The Supreme Court of the United States Washington, DC 20543	Dear Mr. Chief Justice: Sincerely,
Associate Justice	Mr. Justice (surname) The Supreme Court of the United States Washington, DC 20543	Dear Mr. Justice: Sincerely,
President of the Senate	Honorable (full name) President of the Senate Washington, DC 20510	Dear Mr. President: Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
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United States Senator	Honorable (full name) United States Senate Washington, DC 20510 Local Address: Honorable (full name) United States Senator (local address)	Dear Senator (surname): Sincerely,
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United States Representative	Honorable (full name) House of Representatives Washington, DC 20515 Local Address: Honorable (full name) Member, United States House of Representatives (local address)	Dear Mr. (surname): Sincerely, (check to find out preferred title for a Congresswoman)
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Committee Chairman	Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC 20510 OR Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, DC 20515	Dear Mr. Chairman: Sincerely, Dear Mr. Chairman: Sincerely,
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Committee Chairwoman	Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC 20510 OR Honorable (full name) Chairwoman, Committee on (name) House of Representatives Washington, DC 20515	Dear Madam Chair: Sincerely, Dear Madam Chair: Sincerely,
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ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
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Subcommittee Chairman	Honorable (full name) Chairman, Subcommittee on (name) Committee on (name) United States Senate Washington, DC 20510 OR Honorable (full name) Chairman, Subcommittee on (name) Committee on (name) House of Representatives Washington, DC 20515	Dear Mr. Chairman: Sincerely, Dear Mr. Chairman: Sincerely,
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Subcommittee Chairwoman	Honorable (full name) Chairwoman, Subcommittee on (name) Committee on (name) United States Senate Washington, DC 20510 OR Honorable (full name) Chairwoman, Subcommittee on (name) Committee on (name) House of Representatives Washington, DC 20515	Dear Madam Chair: Sincerely, Dear Madam Chair: Sincerely,
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Ranking Minority- Full Committee	Honorable (full name) Committee on (name) United States Senate Washington, DC 20510 OR Honorable (full name) Committee on (name) House of Representatives Washington, DC 20515	Dear Senator (surname): Sincerely, Dear Mr. (surname): Sincerely,
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Ranking Minority- Subcommittee	Honorable (full name) Subcommittee on (name) Committee on (name) United States Senate Washington, DC 20510 OR Honorable (full name) Subcommittee on (name) Committee on (name) House of Representatives Washington, DC 20515	Dear Senator (surname): Sincerely, Dear Mr. (surname): Sincerely,
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ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
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<p>Republican Vice Chairman- Full Committee</p> <p>(Note: When incoming is signed as Republican Vice Chairman, rather than Ranking Minority Member, these forms of address will be used.)</p>	<p>Honorable (full name) Republican Vice Chairman Committee on (name) United State Senate Washington, DC 20510 OR Honorable (full name) Republican Vice Chairman Subcommittee on (name) Committee on (name) House of Representatives Washington, DC 20515</p>	<p>Dear Mr. Vice Chairman: Sincerely,</p> <p>Dear Mr. Vice Chairman: Sincerely,</p>
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<p>Speaker of the House of Representatives</p>	<p>Honorable (full name) Speaker of the House of Representatives Washington, DC 20515</p>	<p>Dear Mr. Speaker: Sincerely,</p>
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<p>Cabinet Members (Secretary)</p>	<p>Honorable (full name) Secretary of (name of the Department) Washington, DC XXXXX</p> <p>Honorable (full name) Postmaster General Washington, DC 20260</p> <p>Honorable (full name) Attorney General Washington, DC 20530</p>	<p>Dear Mr. Secretary: Sincerely,</p> <p>Dear Mr. Postmaster General: Sincerely,</p> <p>Dear Mr. Attorney General: Sincerely,</p>
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<p>Deputy Secretaries, Under Secretaries or Assistant Secretaries</p>	<p>Honorable (full name) Deputy Secretary of (name of the Department) Washington, DC XXXXX</p> <p>Honorable (full name) Under Secretary of (name of the Department) Washington, DC XXXXX</p> <p>Honorable (full name) Assistant Secretary of (name of the Department) Washington, DC XXXXX</p>	<p>Dear Mr. (surname): Sincerely,</p> <p>Dear Mr. (surname): Sincerely,</p> <p>Dear Mr. (surname): Sincerely,</p>
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ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
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Heads of Independent Offices
and Agencies

Honorable (full name)
Comptroller General of the
United States
General Accounting Office
Washington, DC 20548

Dear Mr. (surname):
Sincerely,

Honorable (full name)
Chairman, (name of Commission)
Washington, DC XXXXX

Dear Mr. Chairman:
Sincerely,

Honorable (full name)
Director, Office of Management
and Budget
Washington, DC 20503

Dear Mr. (surname):
Sincerely,

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Librarian of Congress

Honorable (full name)
Librarian of Congress
Library of Congress
Washington, DC 20540

Dear Mr. (surname):
Sincerely,

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Public Printer

Honorable (full name)
Public Printer
U.S. Government Printing Office
Washington, DC 20401

Dear Mr. (surname):
Sincerely,

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American Consul General or
American Consul

(Full name)
American Consul General (or
American Consul)
(City), (Country)

Dear Mr. (surname):
Sincerely,

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Foreign Ambassador in the
United States

His Excellency (full name)
Ambassador of (Country)
(local address)

Formal: Excellency:
Very truly yours,

Informal: Dear Mr. Ambassador:
Sincerely,

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United States Representative
to the United Nations or
Organization of American
States

Honorable (full name)
United States Representative
to the United Nations (or
Organization of American
States)
(local address)

Formal: Sir:
Very truly yours,

Informal: Dear Mr. Ambassador:
Sincerely,

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ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
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Governor of State	Honorable (full name) Governor of (name of State) (City), (State) XXXXX	Dear Governor (surname): Sincerely,
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Lieutenant Governor	Honorable (full name) Lieutenant Governor of (name of State) (City), (State) XXXXX	Dear Mr. (surname): Sincerely,
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State Senator	Honorable (full name) (name of State) Senate (City), (State) XXXXX	Dear Mr. (surname): Sincerely,
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State Representative, Assemblyman, or Delegate	Honorable (full name) (name of State) House of Representatives (or Assembly or House of Delegates) (City), (State) XXXXX	Dear Mr. (surname): Sincerely,
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Member, State Fish and Wildlife Agency	Mr. (full name) Director, (name of Department) (local address)	Dear Mr. (surname): Sincerely,
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(Note: Appropriate title should be used—some States use “Director,” “Secretary,” “Executive Director”, etc.)

Mayor	Honorable (full name) Mayor of (name of City) (City), (State) XXXXX	Dear Mayor (surname): Sincerely,
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President of a Board of Commissioners	Honorable (full name) President, Board of Commissioners of (name of City) (City), (State) XXXXX	Dear Mr. (surname): Sincerely,
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President of College or University	Dr. (full name) President, (name of institution) (local address)	Dear Dr. (surname): Sincerely,
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Dean of a School	Dean (full name) School of (name) (name of institution) (local address)	Dear Dean (surname): Sincerely,
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ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
Professor	Professor (full name) Department of (name) (name of institution) (local address)	Dear Professor (surname): Sincerely,
Physician	(full name), M.D. (local address)	Dear Dr. (surname): Sincerely,
Lawyer	Mr. (full name) Attorney at Law (local address)	Dear Mr. (surname): Sincerely,
Judge	Honorable (full name) (local address)	Dear Judge (surname): Sincerely,
Two or more Men	Mr. (full name) and Mr. (full name)* (local address)	Gentlemen: Sincerely,
Two or more Women	Ms. (full name) and Ms. (full name)* (local address)	Gentlewomen: Sincerely,
One Woman and One Man	Ms. (full name) and Mr. (full name)* (local address)	Dear Ms. (surname) and Mr. (surname): Sincerely,
Service Personnel	(Full grade, name, and abbreviation of service designation) (Retired is added if applicable) (title and organization) (local address)	Dear (grade) (surname): Sincerely,

*A letter to two or more persons may be addressed as illustrated or to only one of them when the other is mentioned by name in the opening paragraph or when the other is being furnished an identical letter.