

Chapter 4

FORMS OF ADDRESS

Contents

	<i>Page</i>
General	43
Titles of Addressees	43
The Honorable	43
His (Her) Excellency	43
Abbreviations of Titles and Degrees	44
Before Name	44
After Name	44
Dr. (Doctor)	44
Reverend, Right Reverend, etc.	44
Spouse of Distinguished Individual	44
U.S. Citizens	44
Gender Unknown	44
Salutation and Close	45
Salutations	45
Complimentary Closes	45
Examples of Forms of Address	46

GENERAL

The forms of address in this part are the conventional forms of address as determined by social and official custom. The style of salutation and complimentary close is informal. Since address forms may vary in certain instances, it is important to consult the

following rules in conjunction with the relevant address form in the “Examples of Forms of Address.” That way the existing address forms can be used as patterns for other addresses.

TITLES OF ADDRESSEES

Flexibility may be exercised in the use of titles. For example, “The Honorable” may be replaced by a title such as “Dr.” or “General,” but it is not used in combination with another title.

A title need not be given a separate line. Depending on the length of the names of individual and organization and on the length of the address, the title could be placed after the last name or on a line by itself, preceding either the name or the organization.

After leaving a titled position, an individual may opt to retain his or her distinctive title (such as “Judge” or “General”) throughout his or her lifetime. The addressee’s personal preference should be taken into account when deciding whether or not to use a title in such cases.

The Honorable

Written in full, “The Honorable” is a title used to address, by name, current and former high officials - Presidential appointees, Federal and State elected officials, and mayors. As a general rule, other county and city officials are not so addressed. “Honorable” is not used by itself. For example:

Correct:

The Honorable May L. Smith
Attorney General

Incorrect:

Honorable May L. Smith
Attorney General

“The Honorable” is a courtesy title which may, in certain instances, be used with an official title without a name. Cabinet officers and Governors of States may be addressed in this manner. For example:

The Honorable
The Secretary of State

The Honorable
The Governor of Illinois

“The Honorable” is not used before a last name alone. When appearing in the text of a letter or other communication, “the” is not capitalized. For example:

“...the speech given by the Honorable John H. Doe”.

In the United States this title is also used to address ministers of foreign embassies in Washington (including career ministers serving as charge d’affaires). For example:

The Honorable (full name)
Charge d’Affaires ad interim of Italy

Use “The Honorable” to address the heads of international organizations by name, unless the officials are entitled to “His (Her) Excellency” by virtue of a previous position. For example:

The Honorable (full name)
World Health Organization
Geneva, Switzerland

His (Her) Excellency

The title “His (Her) Excellency” is not, by custom, used to address high officials of the U.S. Government.

The title is used, as appropriate, to address by name officers, foreign ambassadors, foreign high officials, and former foreign high officials by name. For example:

Her Excellency (full name)
Ambassador of Canada

It is customary to omit “His (Her) Excellency” when addressing the British Prime Minister or the cabinet officers of certain countries within the British Commonwealth.

Any individual once entitled to the title “His (Her) Excellency” may retain it throughout his or her lifetime.

ABBREVIATIONS OF TITLES AND DEGREES

Before Name

With the exceptions of “Mr.”/“Mrs.”/and Dr.”, do not abbreviate titles preceding full names in an address.

Long titles such as “Lieutenant Colonel” and “Brigadier General” may be abbreviated for the sake of balance and appearance in the address when necessary. For example:

Lt. Colonel John L. G. Smithson

Note that the basic rank is not abbreviated. As in the example immediately above, the salutation would read:

Dear Colonel Smithson:

After Name

Abbreviate designations of degrees, religious and fraternal orders, fellowships, and military service branch titles after a name. Type the initials of an individual degree or order with periods but no spaces between them; type military service designations in capital letters without periods.

Do not use scholastic degrees in combination with complimentary titles of address or with military service ranks, except in the case of “The Reverend.” When a name is followed by abbreviations designating religious and fraternal orders or scholastic and honorary degrees, their sequence is as follows: orders (religious first); theological degrees; academic degrees earned in course; and honorary degrees in order of the bestowal. Using more than two degrees is unnecessary. For example:

John Doe, D.D., D.Lit.
Patricia L. Smith, M.D.
Henry Brown, LL.D., Ph.D.
Lt. Colonel Mary Hill, USAF
The Reverend George Green, D.D.

Dr. (Doctor)

This abbreviated title is used before the names of persons who have acquired entitling degrees. It is not used in combination with the abbreviation indicating such degrees. For example:

Dr. Jane Evans or
Jane Evans, M.D.

not

Dr. Richard Roe, Ph.D.

Reverend, Right Reverend, etc.

Written in full and preceded by “The”, these titles are used in addressing members of the clergy. They are not abbreviated. For example:

The Reverend Paul Carter (clergyman)
The Reverend Dr. Paul Carter (clergyman with doctorate)
The Right Reverend Paul Carter (bishop)

Spouse of Distinguished Individual

An individual does not share a spouse’s official title and therefore should be addressed individually by his or her own appropriate title and last name. For example:

The American Ambassador and Mrs./ Mr. Doe

U.S. Citizens

In addressing U.S. citizens, complimentary titles should not appear in combination with any other title or with abbreviations indicating scholastic degrees (except “The Reverend”). For example:

John Smith, A.B., Ph.D.

not

Mr. John Smith, A.B., Ph.D.

but

The Reverend Dr. Geoffrey Ownye

Gender Unknown

Address an individual whose gender is unknown by first and last name. Do not use a complimentary title.

SALUTATION AND CLOSE

Salutations

When a woman occupies a high government position, substitute the title “Madam” for “Mr.” before such formal titles as “President,” “Vice President,” “Chairman,” “Secretary,” and “Ambassador.” Substitute the appropriate title of “Miss,” “Mrs.,” or “Ms.” for “Mr.” when the surname, rather than a formal title, follows. For example:

Dear Madam Secretary:
(Cabinet officer)
Dear Madam Ambassador:
Dear Mrs. Smith:
(Member of the House of Representatives)

but

Dear Senator Smith:
(Member of U.S. Senate)
Dear Ms. Jones:

When it is not known if the addressee is a man or woman, use the name as given. For example:

Dear R.C. Roe:

Informal Salutation—This form of salutation is the most commonly used in the United States. Unless the person holds a title, the salutation is usually “Dear Mr./ Miss/ Mrs./ Ms. (last name).” For example:

Dear Mr./Miss/Mrs./Ms. Jones:
Dear Senator Doe:
Dear General Smith:
Dear Mr. Brown:

but not

Dear Reverend Brown:

Examples of salutations to letters or petitions having multiple signers are listed in the Appendix to this Chapter.

In official correspondence, the titles of top-ranking government officials such as the President, Vice President, Chief

Justice, Secretary, and Ambassador are never used with the individual’s last name. Instead use the following salutation:

Dear Mr. President:

or

Dear Madam Ambassador:

In some correspondence, the signing officer may direct the use of a salutation on a first-name basis when the addressee is personally known. “My dear (first name)” is not used, however. For example:

Dear Bill
Dear Mary

but not

My dear Cathy

Formal Salutation—“Sir”: or “Madam”: is sometimes used as a formal salutation in addressing high-ranking Federal, State, or local officials. Letters to court officers often carry the salutation “Sir:” or “Madam:” when they are addressed to the officer by title rather than by name. Likewise, letters to business firms or private organizations may bear the formal salutation “Sirs or Madams:” or “Sirs and Madams:” when the identity of the specific addressees is not known.

Modified or No Salutation—Some organizations may elect to omit the “Dear” or the entire salutation. Organizations might adopt this informal style for all correspondence or for instances where the gender is unknown or an informal tone is desired for multiple addressees.

Complimentary Close

Generally, the complimentary close should be as formal or informal as the salutation. Common practice is to use the informal complimentary close “Sincerely,” unless otherwise specified in the following list or unless another form is preferred by the signing officer. “Sincerely yours,” is another commonly used informal close. Where the salutation is omitted, the complimentary close is not used.

EXAMPLES OF FORMS OF ADDRESS

The following list shows the address element, salutation, and complimentary close, when used, for certain addressees.¹

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
THE WHITE HOUSE		
The President	The President The White House Washington, DC 20500	Dear Mr./Madam President: Respectfully, <i>or</i> The President: Respectfully submitted,
Spouse of the President	Mrs. (full name) or Mr. (full name) The White House Washington, DC 20500	Dear Mrs./Mr. (surname): ² Sincerely,
Assistant to the President	The Honorable (full name) Assistant to the President The White House Washington, DC 20500	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Former President ³	The Honorable (full name) (local address) (ZIP Code)	Dear President (surname): Sincerely,
The Vice President	Formal: The Vice President United States Senate Washington, DC 20510 Informal: The Honorable (full name) The Vice President of the United States Washington, DC 20501	Dear Mr./Madam Vice President: Sincerely, Dear Mr./Madam Vice President: Sincerely,
Former Vice President	The Honorable (full Name) (no title) (local address) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Director, Office of Management and Budget	The Honorable (full name) Director, Office of Management and Budget Washington, DC 20503	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
THE FEDERAL JUDICIARY		
The Chief Justice	The Chief Justice The Supreme Court Washington, DC 20543	Dear Chief Justice: Sincerely,
Associate Justice	Justice (surname) The Supreme Court Washington, DC 20543	Dear Justice (surname): Sincerely,
The Clerk of the Supreme Court	The Clerk of the Supreme Court The Supreme Court Washington, DC 20543	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
THE CONGRESS		
President of the Senate	The Honorable (full name) President of the Senate Washington, DC 20510	Dear Mr./Mrs./Miss/Ms. Sincerely,
President of the Senate Pro Tempore	The Honorable (full name) President Pro Tempore United States Senate Washington, DC 20510	Dear Mr./Madam President: Sincerely,
Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives Washington, DC 20515	Dear Mr./Madam Speaker: Sincerely,
Majority Leader United States Senate	The Honorable (full name) Majority Leader United States Senate Washington, DC 20510	Dear Mr./Madam Leader: Sincerely,
Minority Leader United States Senate	The Honorable (full name) Minority Leader United States Senate Washington, DC 20510	Dear Mr./Madam Leader: Sincerely,
United States Senator	The Honorable (full name) United States Senate Washington, DC 20510 <i>or</i> The Honorable (full name) United States Senator (Congressional District office address) (City) (State) (ZIP Code)	Dear Senator (surname): Sincerely,
Majority Leader House of Representatives	The Honorable (full name) Majority Leader House of Representatives Washington, DC 20515	Dear Mr./Madam Leader: Sincerely,
Minority Leader House of Representatives	The Honorable (full name) Minority Leader House of Representatives Washington, DC 20515	Dear Mr./Madam Leader: Sincerely,
United States Representative	The Honorable (full name) House of Representatives Washington, DC 20515 <i>or</i> The Honorable (full name) Member, United States House of Representatives (local address) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): <i>or</i> Dear Congressman, Congresswoman (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
Committee Chairman Chairwoman Chair	The Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC 20510 <i>or</i> The Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, DC 20515	Dear Mr. Chairman/ ⁴ Madam Chairwoman/ Chair: Sincerely,
Subcommittee Chairman	The Honorable (full name) Chairman, Subcommittee on (name) (name of parent Committee) United States Senate Washington, DC 20510 <i>or</i> The Honorable (full name) Chairman, Subcommittee on (name) (name of parent Committee) House of Representatives Washington, DC 20515	Dear Senator (surname): Sincerely, Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Joint Committee Chairman ⁵	The Honorable (full name) Chairman, Joint Committee on (name) Congress of the United States Washington, DC (ZIP Code)	Dear Mr./Madam Chairman: Sincerely,
Senator-elect Representative- elect	The Honorable (full name) United States Senator-elect <i>or</i> Representative-elect (address, if given) or Care of the United States Senate or House of Representatives	Dear Senator-elect (surname): Sincerely Dear Congressman-elect: Sincerely,
Office of a Deceased Senator or Representative	Office of the late Senator ⁶ (full name) United States Senate Washington, DC 20510 <i>or</i> Office of the late Representative (full name) House of Representatives Washington, DC 20515	Sir: or Madam: Sincerely,
Chaplain of the United States Senate or House of Representatives	The Reverend (full name) Chaplain of the United States Senate Washington, DC 20510 <i>or</i> The Reverend (full name) Chaplain of the House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. (surname): ⁷ Sincerely,
Secretary of the United States Senate	The Honorable (full name) Secretary of the Senate United States Senate Washington, DC 20510	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
Clerk of the House	The Honorable (full name) Clerk of the House of Representatives House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Resident Commissioner	The Honorable (full name) Resident Commissioner from Puerto Rico United States House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Delegate	The Honorable (full name) Delegate from (name) United States House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
LEGISLATIVE AGENCIES		
Comptroller General	The Honorable (full name) Comptroller General of the United States Washington, DC 20548	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Librarian of Congress	The Honorable (full name) Librarian of Congress Library of Congress Washington, DC 20540	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Public Printer	The Honorable (full name) Public Printer U.S. Government Printing Office Washington, DC 20401	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
EXECUTIVE DEPARTMENTS AND INDEPENDENT AGENCIES		
Cabinet Members	The Honorable (full name) Secretary of (Department) Washington, DC (ZIP Code)	Dear Mr./Madam Secretary: Sincerely,
	<i>or</i> The Honorable (full name) Attorney General Washington, DC 20530	Dear Mr./Madam Attorney General: Sincerely,
Deputy Secretaries Assistant Secretaries Under Secretaries	The Honorable (full name) Deputy Secretary of (name of Department) Washington, DC (ZIP Code) <i>or</i> The Honorable (full name) Assistant Secretary of (name of Department) Washington, DC (ZIP Code) <i>or</i> The Honorable (full name) Under Secretary of (name of Department) Washington, DC (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
Postmaster General	The Honorable (full name) Postmaster General Washington, DC 20260	Dear Mr./Madam Postmaster General:
Head of a Federal Agency, Authority, or Board	The Honorable (full name) (title) (agency name) (address) (City) (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Head of a major organization within an agency, if a Presidential appointee	The Honorable (full name) (title), (organization name) (agency name) (address) (City) (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Chairman of a Commission (or Board)	The Honorable (full name) Chairman, (commission name) (address) (City) (State) (ZIP Code)	Dear Mr./Madam Chairman: Sincerely,
Chairman of a Permanently Chartered or Council	Chairman (full name) (commission name) (address) (City) (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
AMERICAN MISSIONS		
American Ambassador	The Honorable (full name) American Ambassador (City) (Country)	Sir/Madam: (formal) Dear Mr./Madam: Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
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) State/Country)	Dear Ms./Mrs./Miss/Ms. (surname): 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) State/Country)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
American Consul General or American Consul	Mr. (full name) American Consul General (or American Consul) (City) (Country)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
FOREIGN DIPLOMATIC MISSIONS TO THE UNITED STATES		
Foreign Ambassador in the United States	His (Her) Excellency (full name) Ambassador of (Country) Washington, DC (ZIP Code)	Excellency: (formal) Dear Mr./Madam Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
Foreign Minister in the United States (head of a Legation)	The Honorable (full name) Minister of (Country) Washington, DC (ZIP Code)	Dear Mr./Madam Minister: Sincerely,
Foreign Minister in Counselor in the United States	The Honorable (full name) Minister Counselor Embassy of (Country) Washington, DC (ZIP Code)	Dear Mr./Madam Minister: Sincerely,
INTERNATIONAL ORGANIZATIONS		
United States Representative to the United Nations or Organization American States	The Honorable (full name) United States Representative to the United Nations (or Organ- ization of American States) (City) (State) (ZIP Code)	Sir/Madam: (formal) Dear Mr./Madam Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
STATE AND LOCAL GOVERNMENTS		
Governor of State	The Honorable (full name) Governor of (State) (City) (State) (ZIP Code)	Dear Governor (surname): Sincerely,
Lieutenant Governor	The Honorable (full name) Lieutenant Governor of (State) (City) (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
State Senator	The Honorable (full name) (State) Senate (City) (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
State Representative Assemblyman Delegate	The Honorable (full name) (State) House of Representatives (or Assembly or House of Delegates) (City) (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Mayor	The Honorable (full name) Mayor of (City) (City) (State) (ZIP Code)	Dear Mayor (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
CHURCH OFFICIALS		
Minister Pastor Rector (with doctoral degree)	The Reverend (full name, degrees) (name of church) (address) (City) (State) (ZIP Code)	Dear Dr. (surname): Sincerely,
Minister Pastor Rector (no doctoral degree)	The Reverend (full name) (name of church) (address) (City) (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Presiding Episcopal Bishop	The Most Reverend (full name, degrees) Presiding Bishop of the Episcopal Church (address) (City) (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Episcopal Bishop	The Right Reverend (full name, degrees) Bishop of (diocese) (address) (City) (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Episcopal Dean	The Very Reverend (full name, degrees) Dean of (church) (address) (City) (State) (ZIP Code)	Dear Dean (surname): Sincerely,
Methodist Bishop	The Reverend (full name, degrees) Methodist Bishop (address) (City) (State) (ZIP Code)	Dear Bishop: Sincerely,
Mormon Bishop	Mr. (full name) The Church of Jesus Christ of Latter-day Saints (address) (City) (State) (ZIP Code)	Dear Mr. (surname): Sincerely,
Rabbi (with doctoral degree)	Rabbi (full name, degrees) (Synagogue) (address) (City) (State) (ZIP Code)	Dear Dr. (surname): Sincerely,
Rabbi (without doctoral degree)	Rabbi (full name) (Synagogue) (address) (City) (State) (ZIP Code)	Dear Rabbi (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
Catholic Cardinal	His Eminence (first name) Cardinal (surname) (address) (City) (State) (ZIP Code)	Dear Cardinal (surname): Sincerely,
Catholic Archbishop	The Most Reverend (full name) Archbishop of (archdiocese) (address) (City) (State) (ZIP Code)	Dear Archbishop (surname): Sincerely,
Catholic Bishop	The Most Reverend (full name) Bishop of (diocese) (address) (City) (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Catholic Monsignor (higher rank)	The Right Reverend (full name) (address) (City) (State) (ZIP Code)	Dear Monsignor (surname): Sincerely,
Catholic Monsignor (lower rank)	The Very Reverend (full name) (address) (City) (State) (ZIP Code)	Dear Monsignor (surname) Sincerely,
Catholic Priest	The Reverend (full name) initials of order, if any (address) (City) (State) (ZIP Code)	Dear Father (surname): Sincerely,
Catholic Mother Superior of an institution	The Reverend Mother Superior, (initials of order, if used) (name of institution) (address) (City) (State) (ZIP Code)	Dear Reverend Mother: Sincerely,
Orthodox Archbishop	His Eminence Archbishop (full name) 8-10 East 79th Street New York, NY 10021	Your Eminence: Sincerely,
Orthodox Bishop	His Grace (full name) Bishop of (name of diocese) (address) (City) (State) (ZIP Code)	Your Grace: Sincerely,
Orthodox Priest	The Reverend (full name) (Name of church) (address) (City) (State) (ZIP Code)	Dear Father: Sincerely,
Chaplain (military services)	Chaplain (full name) (rank, service designation) (address) (City) (State) (ZIP Code)	Dear Chaplain (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
MILITARY SERVICES		
Army, Air Force, Marine Corps		
General Lieutenant General Major General Brigadier General	(full rank, full name, abbreviation of service) (address) (City) (State) (ZIP Code)	Dear General (surname): Sincerely,
Colonel Lieutenant Colonel	(same as above)	Dear Colonel (surname): Sincerely,
Major	(same as above)	Dear Major (surname): Sincerely,
Captain	(same as above)	Dear Captain (surname): Sincerely,
First Lieutenant Second Lieutenant	(same as above)	Dear Lieutenant (surname): Sincerely,
Chief Warrant Officer	(same as above)	Dear Chief Warrant Officer (surname)
Warrant Officer		Dear Warrant Officer (surname): Sincerely,
Sergeant Major Master Sergeant Sergeant First Class Technical Sergeant Staff Sergeant Sergeant	(same as above)	Dear Sergeant (surname): Sincerely,
Corporal	(same as above)	Dear Corporal (surname): Sincerely,
Specialist, classes 4 through 9	(same as above)	Dear Specialist (surname): Sincerely,
Private First Class or Private	(same as above)	Dear Private (surname): Sincerely,
Airman First Class Airman Second Class Airman Third Class Basic Airman	(same as above)	Dear Airman (surname): Sincerely,
Navy, Coast Guard		
Admiral Vice Admiral Rear Admiral Captain	(full rank, full name, abbreviation of service) (City) (State) (ZIP Code) (same as above)	Dear Admiral (surname): Sincerely, Rear Admiral Dear Captain (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
Commander Lieutenant Commander	(same as above)	Dear Commander (surname): Sincerely,
Lieutenant Lieutenant (jg)	(same as above)	Dear Lieutenant (surname): Sincerely,
Ensign Chief Warrant Officer Enlistee	(same as above)	Dear (rank, surname): Sincerely,
All Services		
Retired Officer	(full rank, full name, abbreviation of service), Retired (address) (City) (State) (ZIP Code)	Dear (rank, surname): Sincerely,
SERVICE ACADEMY MEMBERS		
Army or Coast Guard Cadet	Cadet (full name) (address) (City) (State) (ZIP Code)	Dear Cadet (surname): Sincerely,
Navy Midshipman	Midshipman (full name) (address) (City) (State) (ZIP Code)	Dear Midshipman (surname): Sincerely,
Air Force Air Cadet	Air Cadet (full name) (address) (City) (State) (ZIP Code)	Dear Air Cadet (surname): Sincerely,
EDUCATION OFFICIALS		
President of a College or University (with doctoral degree)	Dr. (full name) President, (name of institution) (address) (City) (State) (ZIP Code)	Dear Dr. (surname): 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)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Dean of a School	Dean (full name) School of (name) (name of institution) (address) (City) (State) (ZIP Code)	Dear Dean (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
Professor	Professor (full name) Department of (name) (name of institution) (address) (City) (State) (ZIP Code)	Dear Professor (surname): Sincerely,
Associate Professor Assistant Professor	Mr. (full name) Associate (or Assistant Professor) Department of (name) (name of institution) (address) (City) (State) (ZIP Code)	Dear Professor (surname): Sincerely,
PHYSICIANS AND LAWYERS		
Physician	(full name), M.D. (address) (City) (State) (Zip Code)	Dear Dr. (surname): Sincerely,
Lawyer	Mr./Mrs./Miss/Ms. (full name) Attorney at Law (address) (City) (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
MULTIPLE ADDRESSEES		
One Woman and One Man	Mrs./Miss/Ms. (full name) and Mr. (full name) ⁸ (address) (City) (State) (ZIP Code)	Dear Mrs./Miss/Ms. (surname): and Mr. (surname): Sincerely,
Two or More Men	Mr. (full name) and Mr. (full name) (address) (City) (State) (ZIP Code)	Dear Mr. (surname): and Mr. (surname): <i>or</i> Dear Messers. (surname) and (surname): Sincerely,

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
Two or More Women	Mrs./Miss/Ms. (full name) and Mrs./Miss/Ms. (full name) (address) (City) (State) (ZIP Code)	Dear Mrs. (surname); and Ms. (surname); <i>or</i> Dear Mmes. (surname): (if married); and Mlles. (surnames): (if unmarried) Sincerely,
OTHER		
Unknown Gender	Leslie Smith (address) (City) (State) (ZIP Code)	Dear Leslie Smith: Sincerely,

All examples should be taken in context with the rules given in Chapter 4. Titles and names of individuals can be found in the “United States Government Manual.”

³ i.e., last name.

Use The Honorable unless the former President is entitled to another distinctive title (such as a military one) and prefers to be addressed by it.
For example:

General (full name):

Dear General (surname):

- ⁴ Dear Mr. Chairman is most commonly used; however, Madam Chairman and Chair are options. Consult your agency guidelines or the “Congressional Directory.”
- ⁵ The names of the Standing Committees of the Senate and House of Representatives, as well as those of the Joint Congressional Committees, are listed in the “Congressional Directory.”
- ⁶ If the name of the late Senator’s secretary or administrative assistant is known, the letter may be addressed to that person by name.
- ⁷ The title is “Mr.” or “Dr.” as appropriate. “Reverend” is not used with the surname alone.
- ⁸ 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.