

TITLES AND FORMS OF ADDRESS

Invitation	The President or, if abroad: The President of the United States of America (and Mrs. Doe)
Place card	The President or The President of the United States or, if abroad: The President of the United States of America
Introductions Wife of President	Same as above The First Lady, Mrs. Doe (surname only)
Conversation	Mr. President or, in prolonged conversation: Sir
Note	The first name (or initials) of the President and his wife should never be used at any time.

• POSITION: The President-elect

Envelope: official	The Honorable John Joseph Doe The President-elect (office address)
social	The Honorable John Joseph Doe and Mrs. Doe (home address)
To the wife alone	Mrs. John Joseph Doe
Salutation	Dear Mr. Doe or Dear Mr. and Mrs. Doe
Complimentary Close	Respectfully or Respectfully yours

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is called by his given name (e.g., Sir John or, in written address, Sir John Snow, followed by initials of his order). The wife of a knight takes the title "Lady" with her husband's surname only.

Titles at the United Nations

The Secretary General of the United Nations is addressed as "The Honorable" unless otherwise entitled to "His Excellency." The spoken form is "Mr. Secretary General," "Excellency" (if appropriate) or "Sir," or "Mr. Doe." Foreign Representatives to the United Nations with ambassadorial rank are addressed as "Excellency" or "Mr. Ambassador" both orally and in the salutation of a letter. The United States Representative to the United Nations is addressed as "Sir," "Mr. Ambassador," or "Ambassador Doe," or whatever his family name.

First, Second, and Third Secretaries of a mission are addressed as "Mr. Massey" or whatever the family name.
See pages 93-97.

FORMS OF ADDRESS FOR EXECUTIVE BRANCH, U.S. GOVERNMENT

• POSITION: The President of the United States

Envelope: official	The President The White House Washington, D.C. 20500
social	The President and Mrs. Doe (surname only) Mrs. Doe (surname only)
Wife of President	Mrs. Doe (surname only)
Salutation	Dear Mr. President Dear Mr. President and Mrs. Doe
Complimentary Close	Respectfully or Respectfully yours

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Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe Mrs. Doe
Introductions	Mr. Doe <i>or</i> The President-elect, Mr. Doe (and Mrs. Doe)
	The Honorable John Joseph Doe, President-elect (and Mrs. Doe)
Conversation	Mr. Doe <i>or</i> Sir

• **POSITION: The Vice President of the United States**

Envelope:	official	The Vice President United States Senate Washington, D.C. 20510
	social	The Vice President and Mrs. Doe (surname only) (home address) Mrs. John Charles Doe
Wife of Vice President		Dear Mr. Vice President <i>or</i> Dear Mr. Vice President and Mrs. Doe
Salutation		Respectfully <i>or</i> Respectfully yours
	Complimentary Close	
Invitation		The Vice President <i>or</i> , if abroad: The Vice President of the United States of America (and Mrs. Doe)
	Place card	The Vice President <i>or</i> The Vice President of the United States <i>or</i> , if abroad: The Vice President of the United States of America

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Introductions Wife of Vice President	Same as above Mrs. John Charles Doe
	Mr. Vice President <i>or</i> , in prolonged conversation: Sir

• **POSITION: The Vice-President-elect**

Envelope:	official	The Honorable John Charles Doe The Vice-President-elect (office address)
	social	The Honorable John Charles Doe and Mrs. Doe (home address) Mrs. John Charles Doe
To the wife alone		Dear Mr. Doe <i>or</i> Dear Mr. and Mrs. Doe
Salutation		Respectfully <i>or</i> Respectfully yours
	Complimentary Close	
Invitation		Mr. (and Mrs.) Doe Mr. Doe Mrs. Doe
	Place Card	Mr. Doe Mrs. Doe
Introductions		Mr. Doe <i>or</i> The Vice-President-elect, Mr. Doe (and Mrs. Doe)
	Conversation	The Honorable John Charles Doe, Vice-President-elect (and Mrs. Doe)
Conversation		Mr. Doe <i>or</i> Sir

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• **POSITION: Former President or Vice President**

Envelope: official	The Honorable* John Doe (office address)
social	The Honorable* John Doe and Mrs. Doe (home address)
Salutation	Dear Mr.* Doe
Complimentary Close	Respectfully or Respectfully yours
Invitation	Mr.* (and Mrs.) Doe
Place card	Mr.* Doe Mrs. Doe
Introductions	The Honorable John Doe (and Mrs. Doe)
Conversation	Mr.* Doe or Sir

• **POSITION: Cabinet Member (man† head of federal department)**

Envelope: official	The Honorable John Joseph Doe Secretary of State (or Secretary of State of the United States of America)† Washington, D.C. 20520
social	The Honorable The Secretary of State and Mrs. Doe
Wife of Cabinet Member	Mrs. John Joseph Doe

*Unless the former President (or Vice President) is entitled to another distinctive title (e.g., military) and prefers to be addressed by it. For example: General (full name for envelope), Dear General (surname).
 †The heads of all federal departments, except the Attorney General, use the title of Secretary.
 ‡Used by foreign missions.

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Salutation	Dear Mr. Secretary Dear Mr. Secretary and Mrs. Doe
Complimentary Close	Respectfully or Sincerely
Invitation	The Secretary of State (and Mrs. Doe)
Place card Wife of Cabinet Member	The Secretary of State Mrs. Doe
Introductions	Secretary Doe or The Secretary of State, Mr. Doe or The Honorable John Joseph Doe, Secretary of State
Conversation	Mr. Secretary or Mr. Doe or Sir

• **POSITION: Cabinet Member (woman* head of federal department)**

Envelope: official	The Honorable Mary Doe Secretary of Health, Education, and Welfare Washington, D.C. 20530
social	The Honorable The Secretary of Health, Education, and Welfare and Mr. Doe†
	or Mr. and Mrs. John Doe

*The heads of all federal departments, except the Attorney General, use the title of Secretary.
 †Where the spouse occupies an official position bearing a complimentary title:
 The Honorable
 The Secretary of Health, Education, and Welfare
 and
 The Honorable

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Place card	Mr. Doe
Introductions	Mr. Doe <i>or</i> The Honorable John Doe, Director of Office of Management and Budget (and Mrs. Doe)
Conversation	Mr. Doe

• **POSITION: Counselor / Assistant to the President**

Envelope: official (woman)	The Honorable Mary Doe Counselor / Assistant to the President The White House
social (woman)	The Honorable Mary Doe and Mr. Doe <i>or</i> Mr. and Mrs. John Doe
(man)	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mrs. Doe (or Mr., Dr. *, Miss)
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mrs. Doe (or Dr. *) Mr. Doe
Introductions	Mrs. (Miss, Mr.) Doe <i>or</i> The Honorable Mary Doe, Counselor to the President <i>or</i> The Honorable John Doe, Assistant to the President
Conversation	Mrs. (Mr., Miss) Doe

**If applicable.*

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Salutation: formal	Dear Madam Secretary
informal	Dear Mrs. (Miss) Doe Dear (Mr. and) Mrs. Doe
Complimentary Close	Respectfully <i>or</i> Sincerely
Invitation	The Secretary of Health, Education, and Welfare (and Mr. Doe) <i>or</i> Mr. and Mrs. Doe
Place card	The Secretary of Health, Education, and Welfare Mr. Doe
Introductions	The Secretary of Health, Education, and Welfare Mrs. (or Miss) Doe (surname only) <i>or</i> The Honorable Mary Doe, Secretary of Health, Education, and Welfare
Conversation	Madam Secretary <i>or</i> Mrs. (Miss) Doe

• **POSITION: Director of Office of Management and Budget**

Envelope: official	The Honorable John Doe Director of Office of Management and Budget
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe

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• **POSITION: Acting Secretary of a Federal Department**

Envelope: official	The Honorable John Doe Acting Secretary of Commerce
social	The Honorable The Acting Secretary of Commerce and Mrs. Doe (surname only)
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	The Acting Secretary of Commerce (and Mrs. Doe)
Place card	The Acting Secretary of Commerce
Introductions	Mr. Doe or The Acting Secretary of Commerce, Mr. Doe (and Mrs. Doe) or The Honorable John Doe, Acting Secretary of Commerce (and Mrs. Doe)
Conversation	Mr. Doe

• **POSITION: Cabinet Member ad interim (when the office of Secretary is vacant)**

Envelope: official	The Honorable John Doe Secretary of Agriculture ad interim
social	The Honorable The Secretary of Agriculture ad interim and Mrs. Doe (surname only)
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	The Secretary of Agriculture ad interim (and Mrs. Doe)
Place card	The Secretary of Agriculture ad interim

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Introductions	Mr. Doe or The Secretary of Agriculture ad interim Mr. Doe or The Honorable John Doe, Secretary of Agriculture ad interim (and Mrs. Doe)
Conversation	Mr. Doe

• **POSITION: Deputy Secretary/Deputy Attorney General***

Envelope: official	The Honorable John Doe Deputy Secretary of the Treasury (or Deputy Attorney General)
social	The Honorable Deputy Secretary of the Treasury (or Deputy Attorney General) and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	The Deputy Secretary of the Treasury (and Mrs. Doe) (The Deputy Attorney General)
Place card	Same as above
Introductions	Mr. Doe or The Deputy Secretary of the Treasury, Mr. Doe (The Deputy Attorney General, Mr. Doe) or The Honorable John Doe, Deputy Secretary of the Treasury (or Deputy Attorney General)
Conversation	Mr. Doe

*At present, there are five departments with Deputy Secretaries: State, Treasury, Defense, Justice and Transportation. The number two man in each of the other departments has the title of "Under Secretary."

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- **POSITION: Under Secretary*** (number two man in federal department)

Envelope: official	The Honorable John Doe Under Secretary of Labor Department of Labor
social	The Honorable Under Secretary of Labor and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	The Under Secretary of Labor (and Mrs. Doe)
Place card	The Under Secretary of Labor
Introductions	Mr. Doe or The Under Secretary of Labor, Mr. Doe
Conversation	Mr. Doe or The Honorable John Doe, Under Secretary of Labor

- **POSITION: Solicitor General**

Envelope: official	The Honorable John Doe Solicitor General
social	The Honorable John Doe and Mrs. Doe

**At present, there are five departments with Deputy Secretaries: State, Treasury, Defense, Justice and Transportation. The number two man in each of the other departments has the title of "Under Secretary."*

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Salutation	Dear Mr. Solicitor General or Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	The Solicitor General (and Mrs. Doe)
Place card	The Solicitor General
Introductions	Mr. Doe or The Honorable John Doe, Solicitor General of the United States
Conversation	Mr. Doe

- **POSITION: Under Secretary for specific area** (number three and number four man in federal department)

Envelope: official	The Honorable John Doe Under Secretary for Monetary Affairs Department of the Treasury
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe or The Honorable John Doe, Under Secretary of the Treasury for Monetary Affairs
Conversation	Mr. Doe

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• **POSITION: Secretaries of the Armed Services***

Envelope: official	The Honorable John Thomas Doe Secretary of the Army (Navy, Air Force)
social	The Honorable The Secretary of the Army (Navy, Air Force) and Mrs. Doe
Salutation	Dear Mr. Secretary
Complimentary Close	Sincerely
Invitation	The Secretary of the Army (Navy, Air Force) and Mrs. Doe
Place card	The Secretary of the Army (Navy, Air Force) Mrs. Doe
Introductions	Secretary Doe <i>or</i> The Secretary of the Army (Navy, Air Force) <i>or</i> The Honorable John Thomas Doe, Secretary of the Army (Navy, Air Force)
Conversation	Mr. Secretary <i>or</i> Mr. Doe

• **POSITION: Deputy Under Secretary**

Envelope: official	The Honorable John Doe Deputy Under Secretary of (name of department)
social	The Honorable John Doe and Mrs. Doe

*Although the Secretaries of the Armed Services are not members of the Cabinet, they are by custom addressed in the same manner as Cabinet officers.

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Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe <i>or</i> The Honorable John Doe, Deputy Under Secretary of (name of department)
Conversation	Mr. Doe

• **POSITION: Under Secretaries of Armed Services (Army, Navy, Air Force)**

Envelope: official	The Honorable John Doe Under Secretary of the Navy (Army, Air Force)
social	The Honorable The Under Secretary of the Navy (Army, Air Force) and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	The Under Secretary of the Navy (Army, Air Force) and Mrs. Doe
Place card	The Under Secretary of the Navy (Army, Air Force) Mrs. Doe
Introductions	Mr. Doe <i>or</i> The Honorable John Doe, Under Secretary of the Navy (Army, Air Force)
Conversation	Mr. Doe

• **POSITION: Assistant Secretary, Counselor, Legal Adviser**

Envelope: official	The Honorable John Doe Assistant Secretary of the Interior Department of the Interior
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe <i>or</i> The Honorable John Doe, Assistant Secretary of the Interior
Conversation	Mr. Doe

• **POSITION: Chief of Protocol with rank of Ambassador.**

Envelope: official	The Honorable John or Jane Doe The Chief of Protocol Department of State.
social	The Honorable The Chief of Protocol and Mr. or Mrs. John or Jane Doe
Salutation	Dear Ambassador Doe.
Complimentary Close	Sincerely,
Invitation	The Chief of Protocol and Mr. or Mrs. Doe.
Place card	The Chief of Protocol

Introductions	The Chief of Protocol <i>or</i> Ambassador Doe
Conversation	Ambassador Doe.

• **POSITION: Commissioner of Internal Revenue**

Envelope: official	The Honorable John Doe Commissioner of Internal Revenue Department of the Treasury
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. Commissioner <i>or</i> Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe <i>or</i> The Honorable John Doe, Commissioner of Internal Revenue
Conversation	Mr. Commissioner <i>or</i> Mr. Doe

• **POSITION: United States Attorney/Marshal**

Envelope: official	Mr. John Doe United States Attorney/Marshal for the (region)
social	District of (state) Mr. and Mrs. John Doe
Salutation	Dear Mr. Doe

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Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	The United States Attorney/Marshal for the (region) District of (state), Mr. John Doe
Conversation	Mr. Doe

• POSITION: District Director of Internal Revenue

Envelope: official	Mr. John Doe
social	District Director of Internal Revenue Mr. and Mrs. John Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe <i>or</i> The District Director of Internal Revenue, Mr. John Doe
Conversation	Mr. Doe

• POSITION: Collector of Customs

Envelope: official	Mr. John Doe
social	Collector of Customs Mr. and Mrs. John Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe

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Introductions	Mr. Doe <i>or</i> The Collector of Customs, Mr. John Doe
Conversation	Mr. Doe

• POSITION: Cabinet Member-designate

Envelope: official	The Honorable John Doe
social	Secretary-designate of Defense The Honorable John Doe and Mrs. Doe (surname only)
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	The Secretary-designate of Defense (and Mrs. Doe)
Place card	The Secretary-designate of Defense
Introductions	Mr. Doe <i>or</i> The Secretary-designate of Defense (and Mrs. Doe) <i>or</i> The Honorable John Doe, Secretary-designate of Defense (and Mrs. Doe)
Conversation	Mr. Doe

FORMS OF ADDRESS FOR
JUDICIARY BRANCH, U. S. GOVERNMENT

• POSITION: The Chief Justice of the United States Supreme Court

Envelope: official	The Chief Justice The Supreme Court
social	The Chief Justice and Mrs. Doe
Wife of the Chief Justice	Mrs. John Doe

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Salutation	Dear Chief Justice <i>or</i> Dear Chief Justice Burger
Complimentary Close	Sincerely
Invitation	The Chief Justice
Place card	The Chief Justice
Introductions	The Chief Justice
	<i>or</i> The Chief Justice of the United States Supreme Court
Conversation	Chief Justice <i>or</i> Sir

• POSITION: Associate Justice of the Supreme Court of the United States

Envelope: official	Justice Doe The Supreme Court (of the United States) Washington, D.C. 20543
social	Justice Doe and Mrs. Doe (or Mr. John Doe)
Spouse of an Associate Justice	Mrs. (Mr.) John Doe
Salutation	Dear Justice Doe. (Dear Madam Justice)
Complimentary Close	Sincerely,
Invitation	Justice Doe and Mrs. Doe (or Mr. Doe)
Place card	Justice Doe Mrs. (Mr.) Doe
Introductions	Justice Doe <i>or</i> Justice Doe of The Supreme Court of the United States

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Conversation	Justice <i>or</i> Justice Doe <i>or</i> Sir (Madam/Madam Justice)
Note	This is the social usage of the Supreme Court of the United States. With the exception of calling cards, the given name of an Associate Justice is never used unless there should be two with the same surname.

• POSITION: Retired Chief Justice of the United States Supreme Court

Envelope: official	Chief Justice Doe* The Supreme Court of the United States Washington, D.C. 20543
social	Chief Justice Doe and Mrs. Doe <i>or</i> The Honorable John Doe and Mrs. Doe
Salutation	Dear Chief Justice Doe
Complimentary Close	Sincerely
Invitation	Chief Justice Doe (and Mrs. Doe)
Place card	Chief Justice Doe
Introductions	Chief Justice Doe <i>or</i> The Honorable John Doe, former Chief Justice of the Supreme Court of the United States
Conversation	Chief Justice <i>or</i> Sir
Note	This is the social usage of the Supreme Court of the United States. A Chief Justice retains his title upon retirement.

*Use following for a formal listing: *The Honorable John Doe, Chief Justice of the United States Supreme Court.*

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• **POSITION: Retired Associate Justice of the United States Supreme Court**

Envelope: official	The Honorable John Doe (local address)
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. Justice Doe
Complimentary Close	Sincerely
Invitation	Mr. Justice Doe and Mrs. Doe
Place card	Mr. Justice Doe
Introductions	Mr. Justice Doe
Conversation	Mr. Justice <i>or</i> Sir
Note	Retired Associate Justices retain their titles. Those who resign do not.

• **POSITION: Chief Judge of a United States Lower Court**

Envelope: official	The Honorable John Doe Chief Judge United States Court of (name of court) (city, state, zip)
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Judge Doe
Complimentary Close	Sincerely
Invitation	Judge (and Mrs.) Doe
Place card	Judge Doe
Introductions	Judge Doe <i>or</i> The Honorable John Doe, Chief Judge, United States Court of (name of court)

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Conversation

Judge Doe
or
Judge

• **POSITION: Judge of a Lower Court**

Envelope: official	The Honorable John Doe United States Court of (name of court) (city, state, zip)
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Sir <i>or</i> Dear Judge Doe
Complimentary Close	Sincerely
Invitation	Judge (and Mrs.) Doe
Place card	Judge Doe
Introductions	Judge Doe <i>or</i> The Honorable John Doe, Judge of the United States Court of (name of court)
Conversation	Judge Doe <i>or</i> Judge <i>or</i> Sir

• **POSITION: A Presiding Justice (lower court)**

Envelope: official	The Honorable John Doe Presiding Justice Appellate Division Supreme Court (city, state, zip)
social	The Honorable John Doe and Mrs. Doe

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Salutation	Dear Sir <i>or</i> Dear Mr. Justice
Complimentary Close	Sincerely
Invitation	Justice Doe
Place card	Justice Doe
Introductions	Justice Doe <i>or</i> The Honorable John Doe, Presiding Justice of the Appellate Division of the Supreme Court of (state)
Conversation	Justice Doe <i>or</i> Sir

• POSITION: Clerk of Lower Court

Envelope: official	Mr. John Doe Clerk of the (name of court; if a United States district court, give district) (local address)
social	Mr. and Mrs. John Doe
Salutation	Dear Sir <i>or</i> Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. Doe
Place card	Mr. Doe
Introductions	Mr. Doe <i>or</i> Mr. John Doe, Clerk of the (name of court)
Conversation	Mr. Doe

TITLES AND FORMS OF ADDRESS

FORMS OF ADDRESS FOR
LEGISLATIVE BRANCH, U.S. GOVERNMENT

• POSITION: President of the Senate (Vice President of the
United States)

Envelope: official	The Honorable John Doe President of the Senate* Washington, D.C. 20510
Salutation	Sir <i>or</i> Dear Mr. President
Complimentary Close	Respectfully <i>or</i> Very truly yours (formal)
Introductions	The Vice President of the United States and President of the Senate

• POSITION: President Pro Tempore of the Senate

Envelope: official	The Honorable John Doe President pro tempore of the Senate Washington, D.C. 20510
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Senator Doe
Complimentary Close	Sincerely
Invitation	Senator (and Mrs.) Doe
Place card	Senator Doe
Introductions	Senator Doe <i>or</i> The Honorable John Doe, President pro tempore of the Senate
Conversation	Senator Doe

*The Vice President is addressed as "The President of the Senate" in transmitting proposed legislation and certain reports required by law.

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• **POSITION: United States Senator (man)**

Envelope: official	The Honorable John Doe United States Senate* Washington, D.C. 20510
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Senator Doe
Complimentary Close	Sincerely
Invitation	Senator (and Mrs.) Doe
Place card	Senator Doe Mrs. Doe
Introductions	Senator Doe <i>or</i> The Honorable John Doe, United States Senator from (state)
Conversation	Senator Doe <i>or</i> Senator

• **POSITION: United States Senator (woman)**

Envelope: official	The Honorable Mary Adams Doe United States Senate† Washington, D.C. 20510
social	The Honorable Mary Adams Doe and Mr. Doe <i>or</i> Mr. and Mrs. John Doe (preferred usage)
<i>*If away from Washington: The Honorable John Doe United States Senator (address)</i>	
<i>†If away from Washington: The Honorable Mary Adams Doe United States Senator (address)</i>	

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Salutation	Dear Senator Doe Dear Mr. and Mrs. Doe
Complimentary Close	Sincerely
Invitation	Senator Doe Mr. and Mrs. Doe
Place card	Senator Doe Mr. Doe
Introductions	Senator Doe <i>or</i> The Honorable Mary Adams Doe, United States Senator from (state)
Conversation	Senator Doe Mrs. (or Miss) Doe Senator

• **POSITION: Majority Leader / Minority Leader**

Envelope: official	The Honorable John Doe United States Senate Washington, D.C. 20510
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Senator Doe
Complimentary Close	Sincerely
Invitation	Senator (and Mrs.) Doe
Place card	Senator Doe
Introductions	Senator Doe <i>or</i> The Honorable John Doe, United States Senator from (state)
Conversation	Senator Doe Senator

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• POSITION: Committee Chairman

Envelope: official	The Honorable John Doe Chairman, Committee on (name)* United States Senate
Salutation	Dear Mr. Chairman
Complimentary Close	Sincerely
Invitation	Senator Doe
Place card	Senator Doe
Introductions	Senator Doe or The Honorable John Doe, United States Senator from (state)
Conversation	Senator Doe or Senator

• POSITION: Subcommittee Chairman

Envelope: official	The Honorable John Doe Chairman, Subcommittee on (name)† (Name of parent committee)‡ United States Senate
Salutation	Dear Mr. Chairman
Complimentary Close	Sincerely
Invitation	Senator Doe
Place card	Senator Doe
Introductions	Senator Doe or The Honorable John Doe, United States Senator from (state)

*Use this title for a Senator only when writing on committee business.

†Use this title only when writing on committee business.

‡Name of parent committee may be omitted if complete address exceeds five lines.

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Conversation
Senator Doe
or
Senator

• POSITION: Senator-Elect

Envelope: official	The Honorable John Doe United States Senator-elect (address, if given) or Senate Office Building Washington, D.C. 20510 The Honorable John Doe and Mrs. Doe
social	
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe or The Honorable John Doe, United States Senator-elect from (state)
Conversation	Mr. Doe

• POSITION: Former United States Senator

Envelope: official	The Honorable John Doe (address) The Honorable John Doe and Mrs. Doe
social	
Salutation	Dear Senator Doe
Complimentary Close	Sincerely
Invitation	Senator (and Mrs.) Doe

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Place card	Senator Doe
Introductions	The Honorable John Doe, former United States Senator from (state)
Conversation	Senator Doe
OFFICE OF A DECEASED SENATOR	
Envelope: official	Office of the late Senator.* John Doe United States Senate Washington, D.C. 20510
Salutation	Sir
Complimentary Close	Sincerely
POSITION: Secretary of the Senate	
Envelope: official	The Honorable John Doe Secretary of the Senate United States Senate Washington, D.C. 20510
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe or The Honorable John Doe, Secretary of the United States Senate
Conversation	Mr. Doe

*If the name of the late Senator's administrative assistant or secretary is known, the letter may be addressed to the individual by name.

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• **POSITION: Chaplain**

Envelope: official	The Reverend John Doe, D.D., Litt.D.* Chaplain of the Senate Senate Office Building Washington, D.C. 20510
social	The Reverend John Doe and Mrs. Doe
Salutation	Dear Dr. (Mr.) Doef
Complimentary Close	Sincerely
Invitation	Mr. (Dr.) (and Mrs.) Doe
Place card	Mr. (Dr.) Doe
Introductions	Mr. (Dr.) Doe or The Reverend John Doe, Chaplain of the United States Senate
Conversation	Mr. (Dr.) Doe

• **POSITION: Secretary/Administrative Assistant to a Senator**

Envelope: official	Mr. John Doe Secretary (Administrative Assistant) to The Honorable John Doe Senate Office Building Washington, D.C. 20510
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely

*Or other appropriate degrees.

†The title "Reverend" is not used with the surname alone.

TITLES AND FORMS OF ADDRESS

• POSITION: The Speaker of the House

Envelope: official	The Honorable John Doe Speaker of the House of Representatives Washington, D.C. 20515
social	The Speaker of the House of Representatives and Mrs. Doe Mrs. John Doe
Wife of Speaker:	Dear Mr. Speaker
Salutation	Respectfully or Sincerely
Complimentary Close	The Speaker of the House of Representatives (preferred) or The Speaker The Speaker of the House of Representatives (and Mrs. Doe) or The Speaker (and Mrs.) Doe
Invitation	The Speaker of the House of Representatives or (if space does not permit full title) The Speaker
Place card	The Speaker or The Speaker of the House of Representatives or The Honorable John Doe, Speaker of the House of Representatives
Introductions	Mr. Speaker or Sir
Conversation	

TITLES AND FORMS OF ADDRESS

• POSITION: United States Representative (man)

Envelope: official	The Honorable James Doe House of Representatives* Washington, D.C. 20515
social	The Honorable James Doe and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe or The Honorable James Doe, Representative from (state)
Conversation	Mr. Doe

• POSITION: United States Representative (woman)

Envelope: official	The Honorable Mary Doe House of Representatives† Washington, D.C. 20515
social	The Honorable Mary Doe and Mr. Doe or Mr. and Mrs. James Doe (preferred)

*If away from Washington: The Honorable
James Doe
(street and city or business address)

†If away from Washington: The Honorable
Mary Doe
(street and city or business address)

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Salutation	Dear Mrs. (Miss) Doe
Complimentary Close	Sincerely
Invitation	Mrs. (Miss) Doe Mr. (and Mrs.) Doe
Place card	Mrs. (Miss) Doe
Introductions	Mrs. (Miss) Doe <i>or</i> The Honorable Mary Doe, Representative from (state)
Conversation	Mrs. (Miss) Doe

• POSITION: Resident Commissioner

Envelope: official	The Honorable John Doe Resident Commissioner from Puerto Rico House of Representatives Washington, D.C. 20515
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe <i>or</i> The Honorable John Doe, Resident Commissioner from Puerto Rico to the House of Representatives
Conversation	Mr. Doe

TITLES AND FORMS OF ADDRESS

• POSITION: Delegate

Envelope: official	The Honorable John Doe Delegate of* House of Representatives Washington, D.C. 20515
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe <i>or</i> The Honorable John Doe, Delegate of * to the House of Representatives
Conversation	Mr. Doe

• POSITION: Representative-elect

Envelope: official	The Honorable John Doe Representative-elect (address)
social	<i>or</i> House Office Building Washington, D.C. 20515 The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. (Mrs., Miss) Doe

*At the present time there are three delegates to the House of Representatives from: the Virgin Islands, Washington, D.C., and Guam.

TITLES AND FORMS OF ADDRESS

Complimentary Close	Sincerely
Invitation	Mr. (Mrs., Miss) Doe <i>or</i> Mr. and Mrs. Doe
Place card	Mr. (Mrs., Miss) Doe
Introductions	The Honorable John Doe, Representative-elect from (state) Mr. (Mrs., Miss) Doe
Conversation	Mr. (Mrs., Miss) Doe

• POSITION: Office of a Deceased Representative

Envelope: official	Office of the late* John Doe House of Representatives Washington, D.C. 20515
Salutation	Dear Sir
Complimentary Close	Sincerely

• POSITION: A Former Representative

Envelope: official	The Honorable John Doe (address)
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. (Mrs., Miss) Doe
Complimentary Close	Sincerely
Invitation	Mr. (Mrs., Miss) Doe <i>or</i> Mr. and Mrs. Doe
Place card	Mr. (Mrs., Miss) Doe

*If the name of the late Representative's secretary or administrative assistant is known, the letter may be addressed to the individual by name.

TITLES AND FORMS OF ADDRESS

Introductions	Mr. (Mrs., Miss) Doe <i>or</i> The Honorable John Doe, former Representative from (state)
Conversation	Mr. (Mrs., Miss) Doe

• POSITION: Majority Leader/Minority Leader

Envelope: official	The Honorable John Doe House of Representatives Washington, D.C. 20515
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe <i>or</i> The Honorable John Doe, Representative from (state)
Conversation	Mr. Doe

• POSITION: Committee Chairman

Envelope: official	The Honorable John Doe Chairman, Committee on (name)* House of Representatives
Salutation	Dear Mr. Chairman
Complimentary Close	Sincerely
Invitation	Mr. Doe

*Use this title for a Representative only when writing on committee business.

TITLES AND FORMS OF ADDRESS

Place card	Mr. Doe
Introductions	Mr. Doe or The Honorable John Doe, Representative from (state)
Conversation	Mr. Doe

• POSITION: Subcommittee Chairman

Envelope: official	The Honorable John Doe Chairman, Subcommittee on (name)* (Name of parent committee)† House of Representatives
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. Doe
Place card	Mr. Doe
Introductions	Mr. Doe or The Honorable John Doe, Representative from (state)
Conversation	Mr. Doe

• POSITION: Clerk of House

Envelope: official	The Honorable John Doe Clerk of the House of Representatives Washington, D.C. 20515
social	The Honorable John Doe and Mrs. Doe

*Use this title only when writing on committee business.

†Name of parent committee may be omitted if complete address exceeds five lines.

TITLES AND FORMS OF ADDRESS

Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. Doe or Mr. and Mrs. Doe
Place card	Mr. Doe
Introductions	Mr. Doe or The Honorable John Doe, Clerk of the House of Representatives
Conversation	Mr. Doe

• POSITION: Chaplain

Envelope: official	The Reverend John Doe, D.D., L.H.D.* Chaplain of the House of Representatives Washington, D.C. 20515
social	The Reverend John Doe and Mrs. Doe
Salutation	Dear Dr. (Mr.) Doe†
Complimentary Close	Sincerely
Invitation	Mr. (Dr.) (and Mrs.) Doe
Place card	Mr. (Dr.) Doe
Introductions	Mr. (Dr.) Doe or The Reverend John Doe, Chaplain of the House of Representatives
Conversation	Mr. (Dr.) Doe

*Or other appropriate degrees.

†The title "Reverend" is not used with the surname alone.

TITLES AND FORMS OF ADDRESS

- **POSITION: Comptroller General of the United States (Head of the General Accounting Office)**

Envelope: official	The Honorable John Doe Comptroller General of the United States General Accounting Office Washington, D.C. 20548
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe or The Honorable John Doe, Comptroller General of the United States
Conversation	Mr. Doe

- **POSITION: Librarian of Congress**

Envelope: official	The Honorable John Doe Library of Congress Washington, D.C. 20540
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. (Dr.) Doe

TITLES AND FORMS OF ADDRESS

Complimentary Close	Sincerely
Invitation	Mr. (Dr.) (and Mrs.) Doe
Place card	Mr. (Dr.) Doe
Introductions	Mr. (Dr.) Doe or The Honorable John Doe, Librarian of Congress
Conversation	Mr. (Dr.) Doe

- **POSITION: Public Printer (Head of the U. S. Government Printing Office)**

Envelope: official	The Honorable John Doe Public Printer Government Printing Office Washington, D.C. 20401
social	The Honorable John Doe and Mrs. Doe
Salutation	Dear Mr. Doe
Complimentary Close	Sincerely
Invitation	Mr. (and Mrs.) Doe
Place card	Mr. Doe
Introductions	Mr. Doe or The Honorable John Doe, Public Printer
Conversation	Mr. Doe