

## The Senate

Title	Address Line
<b>Senator</b>	The Honorable [Full Name] United States Senate Washington, DC 20510  Dear Senator [Surname]:
<b>President of the Senate</b>	The Honorable [Full Name] President of the Senate Washington, DC 20510  Dear Senator [Surname]:
<b>Majority/Majority Leader of the Senate</b>	The Honorable [Full Name] Majority/Minority Leader United States Senate Washington, DC 20510  Dear Majority/Minority Leader [Surname]:
<b>Former Senator</b>	The Honorable [Full Name] [No Title] [Personal Address]  Dear Senator [Surname]:
<b>Senator-elect</b>	The Honorable [Full Name] United States Senator-elect [address, if given, or] Washington, DC 20510  Dear Mr./Ms./Dr. [Surname]:
<b>Office of a recently deceased Senator</b>	Mr./Ms. [Full Name] [Title] Office of the Late [Full Name of Senator] Washington, DC 20510  Dear Mr./Ms./Dr. [Surname]:

**House of Representatives**

Title	Address Line
<p><b>U.S. Representatives</b></p>	<p>The Honorable [Full Name]            U.S. House of Representatives            [Congressional District Address, or]            Washington, DC 20515</p> <p>Dear Representative [Surname]:</p>
<p><b>Delegates from U.S. Territories</b></p>	<p>The Honorable [Full Name]            Delegate from [Name of Territory], or            Resident Commissioner from Puerto Rico            U.S. House of Representatives            Washington, DC 20515</p> <p>Dear Representative [Surname]:</p>
<p><b>Speaker of the House of Representatives</b></p>	<p>The Honorable [Full Name]            Speaker of the House of Representatives            Washington, DC 20515</p> <p>Dear Mr./Madam Speaker:</p>
<p><b>Majority/Minority Leader of the House</b></p>	<p>The Honorable [Full Name]            Majority/Minority Leader            U.S. House of Representatives            Washington, DC 20515</p> <p>Dear Majority/Minority Leader [Surname]:</p>
<p><b>Former Representative</b></p>	<p>The Honorable [Full Name]            [No Title]</p> <p>[Personal Address] Dear Mr./Ms.: [Surname]</p>
<p><b>Representative-elect</b></p>	<p>The Honorable [Full Name]            U.S. Representative-elect            [address, if given, or]            Washington, DC 20515</p> <p>Dear Mr./Ms./Dr. [Surname]:</p>
<p><b>Office of a recently deceased Representative</b></p>	<p>Mr./Ms. [Full Name]            Administrative Assistant            Office of the Late [Full Name of Representative]            Washington, DC 20515</p> <p>Dear Mr./Ms./Dr. [Surname]:</p>

**Congressional Committees**

Title	Address Line
<p><b>Committee Chairperson</b></p>	<p>The Honorable [Full Name]            Chair/Chairman/Chairwoman, [Name of Committee]            United States Senate/U.S. House of Representatives            Washington, DC 20510 [or 20515 for House Committees]</p> <p>Dear Mr. Chairman/Madam Chairwoman:            Note: Members should be addressed as Chair when they are writing in their official capacity as Chair (using Committee letterhead); but if they are writing in only as a member, you should not use "Chair."</p> <p>Also, some members go by Chair, Chairwoman, or Madam Chair; please consult the Member's website or your OLPA contact if you are unsure.</p>
<p><b>Subcommittee Chairperson</b></p>	<p>The Honorable [Full Name]            Chair[wo]man, [Name of Subcommittee]            [Name of Parent Committee]            United States Senate/U.S. House of Representatives            Washington, DC 20510 [or 20515 for House Committees]</p> <p>Dear Senator/Representative [Surname]:</p>
<p><b>Joint Committee Chairperson</b></p>	<p>The Honorable [Full Name]            Chair/Chairman/Chairwoman, [Name of Joint Committee]            Congress of the United States            Washington, DC 20510</p> <p>Note: Members should be addressed as Chair when they are writing in their official capacity as Chair (using Committee letterhead); but if they are writing in only as a member, you should not use "Chair."</p> <p>Also, some members go by Chair, Chairwoman, or Madam Chair; please consult the Member's website or your OLPA contact if you are unsure.</p> <p>[Senate] Dear Mr. Chairman/Madam Chairwoman:            [House] Dear Representative [Surname]:</p>
<p><b>Chief Counsel of a Committee</b></p>	<p>Mr./Ms. [Full Name]            Chief Counsel, [Name of Committee]            United States Senate/ U.S. House of Representatives            Washington, DC 20510 [or 20515 for House Committees]</p> <p>Dear Mr./Ms. [Surname]:</p>

**Other Government Officials**

Title	Address Line
<p><b>The President</b></p>	<p>The President The White House Washington, DC 20500</p> <p><i>[Note: Because the White House has its own ZIP code, letters to the White House do not need a street address.]</i></p> <p>Dear Mr./Madam President:</p>
<p><b>The President's Spouse</b></p>	<p>Mr./Mrs./Dr. [Last Name] The White House Washington, DC 20500</p> <p>Dear Mr./Mrs./Dr. [last name]:</p>
<p><b>Governors</b></p>	<p><i>Address of the Letter:</i> The Honorable [Full Name] Governor of [State or the Commonwealth of State]** City, State, ZIP Code</p> <p><i>Address on the Envelope:</i> The Honorable [Full Name] Governor of [State or Commonwealth**] Street Address City, State ZIP Code</p> <p>Dear Governor [Last Name]:</p> <p>**Commonwealths include Virginia, Massachusetts, Pennsylvania, and Kentucky.</p>
<p><b>State Legislator</b></p>	<p><i>Address of the Letter:</i> The Honorable [full name] Name of State <i>[House of Representatives, Assembly, or House of Delegates]</i> City, State ZIP Code</p> <p><i>Address on the Envelope:</i> The Honorable [full name] Name of State <i>[House of Representatives, Assembly, or House of Delegates]</i> Street Address City, State ZIP Code</p> <p>For a State Senator: Dear Senator [Last Name]:</p> <p>For a State Representative, Assembly Member, or Delegate: Dear Mr./Ms. [last name]:</p>

## Other High-Level Officials

Use the following salutations for high-level officials:

Salutation	Title
Dear Mr./Madam President:	President of the United States
Dear Mr./Madam Vice President:	Vice President of the United States
Dear Mr./Mrs. (surname):	Spouse of the President of the United States / Spouse of Vice President of the United States
Dear Mr./Madam Secretary:	Cabinet Member
Dear Mr./Ms. (surname):	Deputy Secretary, Assistant Secretary
Mr./Madam Attorney General:	Attorney General of the United States
Mr./Madam Chief Justice:	The Chief Justice, Supreme Court
Mr./Madam Justice:	Associate Justice, Supreme Court
Dear Judge:	Chief Judge/Judge
Dear Mr./Madam President:	President of the Senate
Dear Mr./Madam Speaker:	Speaker of the House
Dear Senator (surname):	United States Senator, including the Senate Majority Leader
Dear Representative (surname):	Member of U.S. House of Representatives
Dear Mr./Madam Chair	Chair of a congressional committee or subcommittee
Dear Senator or Representative (surname):	Ranking minority member of a congressional committee/subcommittee
Dear Mr./Madam Ambassador:	United States Ambassador
Dear Mr./Madam Minister:	American Minister
Dear Governor (surname):	Governor
Dear Senator (surname):	State Senator
Dear Mr./Ms. (surname):	State Rep., Assembly Member, or Delegate
Dear Mayor (surname):	Mayor*  *New York City Mayor is "Mayor of the City of New York" Washington, D.C. Mayor is "Mayor of the District of Columbia"