

APPENDIX C. EXTERNAL, INTERNAL FORMS OF ADDRESS AND ADDRESSING A LETTER TO A FOREIGN COUNTRY

1. External forms of address

- a. The standard addresses are the conventional forms of address in general use. Use them as patterns for other addresses. They may be varied under certain circumstances.
 - (1) The Honorable may be replaced by a title such as General, Dr., or His Excellency, as appropriate.
 - (2) Use of The Honorable
 - (a) All Presidential appointees and Federal- and State-elected officials are addressed as The Honorable.
 - (b) All Mayors are addressed as The Honorable. However, as a general rule, county and city officials are not addressed as The Honorable.
 - (c) A person once entitled as Governor, Senator, Judge, General, The Honorable, His Excellency, or similar distinctive title may retain the title throughout his/her lifetime.
 - (3) The title Madam is used before such formal terms as President, Vice President, Chairman, Secretary, Ambassador, and Minister when the position is occupied by a woman.
 - (4) Use the title Senator for a female member of the Senate, or Senator-elect and use the title of Congresswoman for a female member of the U. S. House of Representatives, Congresswoman-elect.
 - (5) If correspondence is received from a foreign government official and it is uncertain how the person should be addressed (The Honorable or His Excellency), contact the FHWA Executive Secretariat for assistance. Another source of information is the Department of State, Executive Secretariat, which may be able to answer the inquiry.
- b. General rules to observe when addressing communications to individuals by name and/or title are as follows.

- (1) Spell out all titles in the address except Dr., Mr., and Mrs. Do not use two titles with the same meaning. **For example:**

Do not use Mr. John Doe, Civil Engineer, or Dr. Paula White, M.D., on the same line.
Use: JOHN DOE, P. E., or PAULA WHITE, MD

- (2) If it is not known whether the addressee is a man or woman, use Mr. with the name.
- (3) Use Ms. when uncertain whether to use Mrs. or Miss.
- (4) Address a person holding a Ph.D. degree as Dr. (Full Name) rather than as The Reverend, Dean, Professor, etc.
- (5) Rules for Addressing Children

When responding to correspondence obviously from a child, use the following forms:

Female – Always use Miss

Male

Ages 1 – 12 Master John Doe
Dear John:

Ages 12 – 18 John Doe
Dear John:

Ages 18 + Mr. John Doe
Dear Mr. Doe:

- (6) When any official has military rank or a doctoral degree, use the proper title instead of Mr., Mrs., Miss, or Ms.

2. **Internal forms of address**

- a. The following addresses are to be used for correspondence to organizations within DOT.
 - (1) Standard Addresses for Internal DOT Correspondence.
 - (2) Standard Addresses for Internal FHWA Correspondence.
- b. The names of Secretarial Officers, Assistant Secretaries, heads of operating administrations, and heads of lower organizational elements may be obtained from the DOT Telephone Directory at <http://hqdirectory.dot.gov/orgselect.cfm?type=org>
- c. Names and addresses of FHWA Key Field Personnel (Directors of Field Services, Resource Centers and Division Administrators) may be obtained

from the FHWA Key Field Personnel Directory at
<https://fhwaapps.fhwa.dot.gov/foisp/keyfield.jsp>

- d. Names and addresses of Governors may be obtained from
<http://www.nga.org/portal/site/nga/menuitem.b14a675ba7f89cf9e8ebb856a11010a0>
- e. Names and addresses of State departments of transportation may be obtained from <http://www.transportation.org/?siteid=37&pageid=332>

3. **What are the procedures for addressing international mail?** Below are the guidelines from the U.S. Postal Service for addressing international mail. If additional guidance is needed check the USPS Web site for international addresses, <http://www.usps.com/international/addressingintlmail.htm>

- a. Destination Address:
 - (1) Full address should be in uppercase letters.
 - (2) The last line of the address block must only include the complete county name (no abbreviations) written in uppercase letters.
 - (3) An address in a foreign language is permitted if the names of the city province, and country are also indicated in English.
 - (4) If possible, the address on the envelope should have no more than five lines.
 - (5) Below are examples provided by the U.S. Postal Service:

MR THOMAS CLARK
117 RUSSELL DRIVE
LONDON WIP 6HQ
GREAT BRITAIN

MS PAULA APPLE
APARTADO 3068
46807 PUERTO VALLARTA JALISCO
MEXICO

EXCEPTION: For addresses to Canada, there must be two blank spaces between the province (ON) and the postal code (K1A 0B1).

MS HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A 0B1
CANADA

b. Sender's Return Address:

- (1) The return address showing the Sender's complete name (no first name initials unless trademarked).
- (2) Sender's name and address, including Zip Code and country of origin, should be shown in the upper left corner of the address side on all mail.

Example:

Mrs. Joyce Browning
 6142 N. 18th Avenue
 Alexandria, VA 22301
 USA

ADDRESSEE	ADDRESS ON LETTER	SALUTATION AND COMPLIMENTARY CLOSE
THE WHITE HOUSE		
The President	The President The White House Washington, DC 20500	Dear Mr./Madam President: Respectfully, or 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): 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	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 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,
Retired Justice	The Honorable (Full Name) (Local Address) 00000	Dear Mr./Mrs./Miss/Ms. Justice: Sincerely,
Presiding Justice	The Honorable (Full Name) Presiding Justice (Name of Court) (Local Address) 00000	Dear Mr./Mrs./Miss/Ms. Justice: Sincerely,
Judge of a Court	The Honorable Judge of the (Name of Court; if a U.S. District Court, Give District) (Local Address) 00000	Dear Judge (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,
Justice of the Peace	The Honorable (Full Name) Justice of the Peace (Local Address) 00000 or Justice of the Peace (Name) District (Local Address) 00000	Dear Judge (Mr./Mrs./Miss/Ms.) (Surname): Sincerely or Dear Sir: Sincerely,
Constable (or Sheriff)	Mr. (Full Name), Constable or The Constable of (District) (Local Address) 00000	Dear Mr./Mrs./Miss/Ms. (Surname): or Dear Sir: Sincerely,
Lawyer	Mr. (Full Name) Attorney at Law (Local Address) 00000 or (Full Name), Esq. (Local Address) 00000	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely, or Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,
THE CONGRESS		
Senate		
President of the Senate (See Vice President)	The Honorable (Full Name) President of the Senate Washington, DC 20510	Dear Mr./Madam President: Sincerely,
President pro tempore	The Honorable (Full Name) President pro tempore of the Senate United States Senate Washington, DC 20510	Dear Mr./Madam President Sincerely,
United States Senate (Washington office) or (at District office)	The Honorable (Full Name) United States Senate Washington, DC 20510 or The Honorable (Full Name) United States Senator (Local Address) 00000	Dear Senator (Surname) Sincerely,
Senator-elect	The Honorable (Full Name) United States Senator-elect (Local Address, If given) 00000 or The Honorable (Full Name) Senator-elect United States Senate Washington, DC 20510	Dear Senator-elect (Surname) Sincerely, or Dear Senator-elect (Surname): Sincerely,
Former Senator	The Honorable (Full Name) (No Title) (Local Address) 00000	Dear Senator (Surname): Sincerely,

Majority Leader or Minority Leader	The Honorable (Full Name) Majority/Minority Leader United States Senate Washington, DC 20510	Dear Senator (Surname): Sincerely,
Committee Chairman	The Honorable (Full Name) Chairman Committee on _____ United States Senate Washington, DC 20510	Dear Mr./Madam Chairman: Sincerely,
Subcommittee Chairman ¹	The Honorable (Full Name) Chairman Subcommittee on (Name) Committee on (Parent Committee) United States Senate Washington, DC 20510	Dear Mr./Madam Chairman: Sincerely,
Chairman of a Joint Committee	The Honorable (Full Name) Chairman Joint Committee on (Name) Washington, DC 20510	Dear Mr./Madam Chairman: Sincerely,
Secretary of the Senate	The Honorable (Full Name) Secretary of the Senate Washington, DC 20510	Dear Mr./Ms. (Surname): Sincerely,
Secretary/Administrative Assistant to a Senator	Mr. (Full Name) Secretary/Administrative Assistant to The Honorable(Full Name) United States Senate Washington, DC 20510	Dear Mr./Ms. (Surname) Sincerely,
Chaplain of the Senate	The Reverend (Full Name) United States Senate Washington, DC 20510	Dear (Title): ² Sincerely,

¹ If the complete address exceeds five lines, omit the name of the parent committee from the letter. However, the complete address should always be included on the envelope.

² The title is Dr., Mr., etc., as appropriate. The title Reverend is not used with the surname alone but may be used with another title; e.g., Reverend Dr. Smith or Rev. Mr. Smith.

THE CONGRESS House of Representatives		
Speaker of the U.S. House of Representatives	The Honorable (Full Name) Speaker of the U.S. House of Representatives Washington, DC 20515	Dear Mr./Madam Speaker: Sincerely,
United States Representative (Washington office) or (at District office)	The Honorable (Full Name) U.S. House of Representatives Washington, DC 20515 or The Honorable (Full Name) Member, U.S. House of Representatives (Local Address)(ZIP Code)	Dear Congressman/woman (Surname): Sincerely,
Representative-elect	The Honorable (Full Name) Representative/Congressman-elect U.S. House of Representatives Washington, DC 20515 or The Honorable (Full Name) Representative/Congressman-elect (Local Address, If given) 00000	Dear Representative/Congressman-elect: Sincerely,
Majority Leader or Minority Leader	The Honorable (Full Name) Majority/Minority Leader U.S. House of Representatives Washington, DC 20515	Dear Mr./Madam Leader: Sincerely,
Former Representative	The Honorable (Full Name) (Local Address) 00000	Dear Representative/Congressman (Surname): Sincerely,
Committee Chairman	The Honorable (Full Name) Chairman Committee on (Name) U.S. House of Representatives Washington, DC 20515	Dear Mr./Madam Chairman: Sincerely,
Subcommittee Chairman ³	The Honorable (Full Name) Chairman Subcommittee on (Name) Committee on (Parent Committee) U.S. House of Representatives Washington, DC 20515	Dear Mr./Madam Chairman: Sincerely,
Clerk of the House	The Honorable (Full Name) ⁴ Clerk of the U.S. House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,

³ See Footnote ¹

⁴ If the Clerk's name is not known, use only his/her title in the address and Dear M. Clerk: in the salutation.

Chaplain of the House	The Reverend (Full Name) Chaplain of the U.S. House of Representatives Washington, DC 20515	Dear (Title) (Surname): ⁵ Sincerely,
Office of a Deceased Representative	Ms. (Full Name) Chief of Staff/Administrative Assistant to the late (Full Name) U.S. House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. (Surname): ⁶ Sincerely,
Resident Commissioner	The Honorable (Full Name) Resident Commissioner From (Name of Area) U.S. House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,
LEGISLATIVE AGENCIES		
Comptroller General (Head of the General Accounting Office)	The Honorable (Full Name) Comptroller General of the United States General Accounting Office Washington, DC 20548	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,
Public Printer (Head of U.S. Government Printing Office)	The Honorable (Full Name) Public Printer U.S. Government Printing Office Washington, DC 20401	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,
Librarian of Congress (Head of the Library of Congress)	The Honorable (Full Name) Librarian of Congress Library of Congress Washington, DC 20540	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,
EXECUTIVE DEPARTMENTS		
Members of the Cabinet (Addressed as Secretary)	The Honorable (Full Name) Secretary of (Name of Department) Washington, DC 00000	Dear Mr./Madam Secretary: Sincerely,
Attorney General (Head of the Department of Justice)	The Honorable (Full Name) Attorney General Washington, DC 20530	Dear Mr./Madam Attorney General: Sincerely,
Under Secretary of a Department	The Honorable (Full Name) Under Secretary of (Name of Department) Washington, DC 00000	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,
Deputy Secretary of a Department	The Honorable (Full Name) Deputy Secretary of (Name of Department) Washington, DC 00000	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,
Assistant Secretary of a Department	The Honorable (Full Name) Assistant Secretary for (Name of Office)(Name of Department) Washington, DC 00000	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,

⁵ See Footnote²

⁶ If it is not known whether the addressee is a man or a woman, use either the full name such as “Dear Leslie Doe” or “Dear M. Doe.”

INDEPENDENT ORGANIZATIONS		
Director of the 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,
Postmaster General (Head of the U.S. Postal Service)	The Honorable (Full Name) Postmaster General Washington, DC 20260	Dear Mr./Madam Postmaster General: Sincerely,
Head of a Federal Agency, Authority, or Board	The Honorable (Full Name) (Title), (Name of Agency) Washington, DC 00000	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,
Head of a Major Organization with an Agency (If the Official is Appointed by the President)	The Honorable (Full Name) (Title), (Name of Organization) (Name of Agency) Washington, DC 00000	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,
President of a Commission	The Honorable (Full Name) President, (Name of Commission) Washington, DC 00000	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,
Chairman of a Commission	The Honorable (Full Name) Chairman, (Name of Commission) Washington, DC 00000	Dear: Mr./Madam Chairman: Sincerely,
Chairman of a Board	The Honorable (Full Name) Chairman, (Name of Board) Washington, DC 00000	Dear: Mr./Madam Chairman: Sincerely,
OTHER FEDERAL GOVERNMENT AGENCIES		
Commissioner of Internal Revenue	The Honorable (Full Name) Commissioner of Internal Revenue Department of the Treasury Washington, DC 20224	Dear: Mr./Mrs./Miss/Ms. (Surname): Sincerely,
District Director of Internal Revenue	Mr. (Full Name) District Director of Internal Revenue (Local Address) 00000	Dear: Mr./Mrs./Miss/Ms. (Surname): Sincerely,

AMERICAN MISSIONS		
American Ambassador	The Honorable (Full Name) American Ambassador (City), (Country)	Sir: (Formal) Very truly yours, Dear Mr./Mrs./Miss/Ms. Ambassador: (Informal) Sincerely,
American Ambassador (With Military Rank)	(Full Rank) (Full Name) American Ambassador (City), (Country)	Sir: (Formal) Very truly yours, Dear Mr./Mrs./Miss/Ms. Ambassador: or Dear (Rank) (Surname): (Informal) Sincerely,
Former American Ambassador	The Honorable (Full Name) (Local Address) 00000	Dear Mr./Mrs./Miss/Ms. Ambassador: Sincerely,
American Minister	The Honorable (Full Name) American Minister (City), (Country)	Sir: (Formal) Very truly yours, Dear Mr./Mrs./Miss/Ms. Minister: (Informal) Sincerely,
American Minister (With Military Rank)	(Full Rank) (Full Name) American Minister (City), (Country)	Sir: (Formal) Very truly yours, Dear Mr./Mrs./Miss/Ms. Ambassador: or Dear (Rank) (Surname): (Informal) Sincerely,
American Consul General or American Consul	(Full Name) American Consul General or American Consul (City), (Country)	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,

MISSIONS TO THE UNITED STATES

Foreign Ambassador in the United States	His Excellency (Full Name) Ambassador of (Country) (Local Address) 00000	Excellency: (Formal) Very truly yours, Dear Mr./Mrs./Miss/Ms. Ambassador: (Informal) Sincerely,
Foreign Minister in the United States	The Honorable (Full Name) Minister of (Country) (Local Address) 00000	Sir: (Formal) Very truly yours, Dear Mr./Mrs./Miss/Ms. Minister: (Informal) Sincerely,
Foreign Charge d' Affaires in the United States	Mr./Mrs./Miss/Ms. (Full Name) Charge d' Affaires of (Country) (Local Address) 00000	Sir: (Formal) Very truly yours, Dear Mr./Mrs./Miss/Ms. Charge d' Affaires: (Informal) Sincerely,

THE ORGANIZATION OF AMERICAN STATES

Secretary General of the Organization of American States	The Honorable (Full Name) Secretary General of the Organization of American States Pan American Union Washington, DC 20006	Sir: (Formal) Very truly yours, Dear Mr./Mrs./Miss/Ms. Secretary General: (Informal) or Dear Mr. (Dr.) (Surname): Sincerely,
Assistant Secretary General of the Organization of American States	The Honorable (Full Name) Assistant Secretary General of the Organization of American States Pan American Union Washington, DC 20006	Sir: (Formal) Very truly yours, Dear Mr./Mrs./Miss/Ms., (Dr.) (Surname): (Informal) 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 Department of State Washington, DC 20520	Sir: (Formal) Very truly yours, Dear Mr./Mrs./Miss/Ms., (Dr.) (Surname): (Informal) Sincerely,

United Nations

Communications to the United Nations are addressed to the United States Representative to the United Nations, through the Department of State. The exceptions to this are communications that are sent directly to the United States Representative including those addressed to the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session). Subject to the exceptions, direct communication with the United Nations is inappropriate. When necessary, the communication should be sent to the Secretary General of the United Nations through the United States Representative by means of a cover letter.

Secretary General of the United Nations	His Excellency (Full Name) Secretary General of the United Nations New York, New York 10017	Excellency: (Formal) Very truly yours, Dear Mr./Madam Secretary General: (Informal) Sincerely,
United States Representative to the United Nations	The Honorable (Full Name) United States Representative to the United Nations New York, New York 10017	Sir: (Formal) Very truly yours, Dear Mr./Ms. (Surname): (Informal) Sincerely,
Chairman, United States Delegation to the United Nations Military Staff Committee	The Honorable (Full Name) Chairman, United States Delegation United Nations Military Staff Committee United States Mission to the United Nations New York, New York 10117	Sir: (Formal) Very truly yours, Dear Mr./Ms. (Surname): (Informal) Sincerely,
Senior Representative of the United States to the General Assembly of the United Nations	The Honorable (Full Name) Senior Representative of the United States to the General Assembly of the United Nations New York, New York 10017	Sir: (Formal) Very truly yours, Dear Mr./Ms. (Surname): (Informal) Sincerely,
Senior Military Advisor to the United States Delegation to the United Nations General Assembly	(Full Rank) (Full Name) Senior Military Advisor United States Delegation to the United Nations General Assembly New York, New York 10017	Dear (Rank) (Surname): Sincerely,
United States Representative to the Economic and Social Council	The Honorable (Full Name) United States Representative on the Economic and Social Council of the United Nations	Sir: (Formal) Very truly yours, Dear Mr./Ms. (Surname): (Informal) Sincerely,
United States Representative to the United Nations Disarmament Commission	The Honorable (Full Name) United States Representative on the Disarmament Commission of the United Nations New York, New York 10017	Sir: (Formal) Very truly yours, Dear Mr./Ms. (Surname): (Informal) Sincerely,
United States Representative to the Trusteeship Council	The Honorable (Full Name) United States Representative on the Trusteeship Council of the United Nations New York, New York 10017	Sir: (Formal) Very truly yours, Dear Mr./Ms. (Surname): (Informal) Sincerely,

STATE AND LOCAL GOVERNMENTS		
Governor of a State	The Honorable (Full Name) Governor of (Name of State) (Local Address) 00000	Dear Governor (Surname): Sincerely,
Acting Governor of a State	The Honorable (Full Name) Acting Governor of (Name of State) (Local Address) 00000	Dear Mr./Ms. (Surname): Sincerely,
Lieutenant Governor of a State	The Honorable (Full Name) Lieutenant Governor of (Name of State) (Local Address) 00000	Dear Mr./Ms. (Surname): Sincerely,
Secretary of State of a State	The Honorable (Full Name) Secretary of State of (Name) (Local Address) 00000	Dear Mr./Madam Secretary: Sincerely,
Chief Justice of the Supreme Court of a State	The Honorable (Full Name) Chief Justice Supreme Court of the State of (Name) (Local Address) 00000	Dear Mr./Madam Chief Justice: Sincerely,
Attorney General of a State	The Honorable (Full Name) Attorney General State of (Name) (Local Address) 00000	Dear Mr./Ms. Attorney General: Sincerely,
Treasurer, Comptroller, or Auditor of a State	The Honorable (Full Name) State Treasurer (Comptroller) (Auditor) State of (Name) (Local Address) 00000	Dear Mr./Ms. (Surname) Sincerely,
President of the Senate of a State	The Honorable (Full Name) President of the Senate of the State of (Name) (Local Address) 00000	Dear Mr./Ms. (Surname): Sincerely,
State Senator	The Honorable (Full Name) (Name of State) Senate (Local Address) 00000	Dear Mr./Ms. (Surname): Sincerely,
Speaker of the House of Representatives or the Assembly or the House of Delegates of a State ⁷	The Honorable (Full Name) Speaker of the House of Representatives (or Assembly or House of Delegates) (Local Address) 00000	Dear Mr./Ms. (Surname): Sincerely,

⁷ In most States, the lower branch of the legislature is the House of Representative. In some States, such as California and New York, the lower house 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 Representative, Assemblyman, or Delegate	The Honorable (Full Name) (Name of State) House of Representatives (or Assembly or House of Delegates) (Local Address) 00000	Dear Mr./Ms. (Surname): Sincerely,
State Secretaries of Transportation	Mr./Ms. (Full Name) (Local Address) 00000	Dear Mr./Ms. (Surname): Sincerely,
Mayor	The Honorable (Full Name) Mayor of (Name of City) (Local Address) 00000	Dear Mayor (Surname): Sincerely,
President of a Board of Commissioners	The Honorable (Full Name) President, Board of Commissioners of (Name of City) (Local Address) 00000	Dear Mr./Ms.(Surname): Sincerely,
ECCLESIASTICAL ORGANIZATIONS⁸		
ROMAN CATHOLIC CHURCH		
The Pope	His Holiness the Pope Vatican City, Italy	Your Holiness: (Formal) Sincerely, Most Holy Father: (Usual) Sincerely,
Cardinal	His Eminence (Christian Name) Cardinal (Surname) Archbishop of (Province) (Local Address) 00000	Your Eminence: (Formal) Sincerely, Dear Cardinal (Surname): (Informal) Sincerely,
Archbishop	The Most Reverend (Full Name) Archbishop of (Province) (Local Address) 00000	Your Excellency: (Formal) Sincerely, Dear Archbishop (Surname): (Informal) Sincerely,
Bishop	The Most Reverend (Full Name) Bishop of (Province) (Local Address) 00000	Your Excellency: (Formal) Sincerely, Dear Bishop (Surname): (Informal) Sincerely,
Monsignor ⁹	The Very Reverend Monsignor (Full Name) (Local Address) 00000	Very Reverend Monsignor: (Formal) Sincerely, Dear Monsignor (Surname): (Informal) Sincerely,
Priest	The Reverend ¹⁰ (Full Name) (Add Initials of Order, If Any) (Local Address) 00000	Reverend Sir: (Formal) Sincerely, Dear Father (Surname): (Informal) Sincerely,

⁸ Additional ecclesiastical information may be found in *The World Almanac and Book of Facts* available in the Departmental Library, the GSA Retail Store, and in other publications available from the DOT Library.

⁹ There are two classes of Monsignori one (Domestic Prelates) are addressed as *The Right Reverend*. The other (Papal Chamberlains) are addressed as *The Very Reverend*. The Official Directory will give the correct designations. In the absence of definite information, it is always courteous to address any Monsignor as *The Right Reverend*.

¹⁰ In all cases, *The Reverend* should not be used with a surname only, as *The Reverend Smith*. To say *The Reverend Smith* is like saying *The Respected Smith*. Hence, there must always be an intervening Christian name or initial, or a title such as *Dr., Mr., Ms., or Professor* between *The Reverend* and the surname.

Superior of a Sisterhood	The Reverend Mother Superior (Name of Institution) (Local Address) 00000	Dear Reverend Mother: (Formal) Sincerely, Dear Mother (Name): (Informal) Sincerely,
Sister of a Sisterhood	Sister (Full Name) (Name of Organization) (Local Address) 00000	Dear Sister (Full Name): Sincerely,
Superior of a Brotherhood	Brother (Name) Superior (Name of Institution) (Local Address) 00000	Dear Brother: Sincerely,
Member of a Brotherhood	Brother (Full Name) (Name of Organization) (Local Address) 00000	Dear Brother (Full Name): Sincerely,
PROTESTANT EPISCOPAL CHURCH¹¹		
Bishop	The Right Reverend (Full Name) Bishop of (Name) (Local Address) 00000	Right Reverend Sir: (Formal) Sincerely, Dear Bishop (Surname): (Informal) Sincerely,
Archdeacon	The Venerable (Full Name) Archdeacon of (Name) (Local Address) 00000	Venerable Sir: (Formal) Sincerely, My Dear Archdeacon (Surname): (Informal) Sincerely,
Dean	The Very Reverend (Full Name) Dean of (Church) (Local Address) 00000	Very Reverend Sir: (Formal) Sincerely, Dear Dean (Surname): (Informal) Sincerely,
Canon	The Reverend (Full Name) Canon of (Church) (Local Address) 00000	Reverend Sir: (Formal) Sincerely, My Dear Canon (Surname): (Informal) Sincerely,
Rector	The Reverend (Full Name) The Rector of (Name) (Local Address) 00000	Reverend Sir: (Formal) Sincerely, Dear (Dr. or Mr./Ms.) (Surname): (Informal) Sincerely,
CLERGY OF OTHER DENOMINATIONS		
Methodist Bishop	The Reverend (Full Name) Methodist Bishop (Local Address) 00000	Reverend Sir/Madam: (Formal) Sincerely, Dear Bishop (Surname): (Informal) Sincerely,
Presbyterian Moderator	The Moderator of (Name) (Local Address) 00000 or The Reverend (Full Name) Moderator of (Name) (Local Address) 00000	My dear Mr./Ms. Moderator: (Formal) Sincerely, Dear (Dr. or Mr./Ms.) (Surname): (Informal) Sincerely,
Rabbi (With Doctoral Degree)	Rabbi (Full Name) (Local Address) 00000	Dear Dr. (Surname): or Dear Rabbi (Surname): Sincerely,

¹¹ The names of the clergy of the Episcopal Church may be found in *The Episcopal Church Annual*.

Rabbi (Without Doctoral Degree)	Rabbi (Full Name) (Local Address) 00000	Dear Rabbi (Surname): Sincerely,
Mormon President ¹²	The President Church of Jesus Christ of Latter Day Saints (Local Address) 00000	Sir: (Formal) Sincerely, Dear Bishop (Surname): (Informal) Sincerely,
Mormon Elder ¹²	Elder (or Brother)(Full Name) Church of Jesus Christ of Latter Day Saints (Local Address) 00000	Dear Elder (Surname): Sincerely,
Seventh-Day Adventist President ¹²	The President General Conference of Seventh-day Adventists	My Dear Mr. President: (Formal) Sincerely, Dear President (Surname): (Informal)
Seventh-Day Adventist Elder ¹²	Elder (Full Name) General Conference of Seventh-day Adventists (Local Address) 00000	Dear Elder (Surname): Sincerely,
Minister, Pastor, or Rector (with Doctoral Degree)	The Reverend (Full Name) (Title), (Name of Church) (Local Address) 00000	Dear Dr. (Surname): Sincerely,
Minister, Pastor, or Rector (Without Doctoral Degree)	The Reverend (Full Name) (Title), (Name of Church) (Local Address) 00000	Dear Mr./Ms. (Surname): Sincerely,
Chaplain (Military Services)	Chaplain (Full Name) (Rank, Service Designation) (Post Office Address of Organization and Station) (Local Address) 00000	Dear Chaplain (Surname): Sincerely,
EDUCATIONAL INSTITUTIONS		
President of a University or College (With Doctoral Degree)	Dr. (Full Name) President, (Name of Institution) (Local Address) 00000	Dear Dr. (Surname): Sincerely
President of a University or College (Without Doctoral Degree)	Mr. (Full Name) President, (Name of Institution) (Local Address) 00000	Dear Mr. (Surname): Sincerely,
President of a Theological Seminary	The Very Reverend (Full Name) President, (Name of Institution) (Local Address) 00000	Dear President (Surname): or Dear Dr. (Surname):

¹² The title *Reverend* is not used in either the Mormon Church or the Seventh-day Adventist. Mr. may be used for any of their ecclesiastical ranks, or preferably Elder for their pastors.

President of a Religious School (Protestant)	The President of (Name of Institution) (Local Address) 00000 or The Reverend (Full Name) President of (Name of Institution) (Local Address) 00000	My dear Sir: (Formal) Sincerely, Dear Sir: (Informal) Sincerely or My dear President (Surname): (Formal) Sincerely, Dear Dr. (Surname): (Informal) Sincerely,
Dean of a University or College (With Doctoral Degree)	Dr. (Full Name) Dean, School of (Name) (Name of Institution) (Local Address) 00000	Dear Dr. (Surname): Sincerely,
Dean of a University or College (Without Doctoral Degree)	Dean (Full Name) School of (Name) (Name of Institution) (Local Address) 00000	Dear Dean (Surname): Sincerely,
Professor (With Doctoral Degree)	Dr. or Professor (Full Name) Department of (Name) (Name of Institution) (Local Address) 00000	Dear Dr. (Surname): or Dear Professor (Surname): Sincerely,
Professor (Without Doctoral Degree)	Professor (Full Name) Department of (Name) (Name of Institution) (Local Address) 00000	Dear Professor (Surname): Sincerely,
Professor in a Theological Seminary	The Reverend Professor (Full Name) (Name of Institution) (Local Address) 00000	Dear Professor (Surname): or Dear Dr. (Surname): Sincerely,
Associate Professor or Assistant Professor	Mr. (Full Name) Associate (or Assistant) Professor Department of (Name) (Name of Institution) (Local Address) 00000	Dear Professor (Surname): Sincerely,
Superintendent of Schools (State and Local)	The Superintendent of (Name) (Local Address) 00000 or Dr. (Mr. or Ms.) (Full Name) Superintendent of (Name Schools) (Local Address) 00000	Dear Sir/Madam: Sincerely, Dear Dr. (Mr. or Ms.) (Surname): Sincerely,
Board of Education or Members, Board of Education (State and Local)	The Board of Education or Mr./Ms. (Full Name) Member, (Location) Board of Education (Local Address) 00000	Gentlemen/Ladies/Gentlemen and Ladies: Sincerely, Dear Mr./Ms. (Surname): Sincerely,
School Board or Member of School Board	The (Location) School Board or Mr./Ms. (Full Name) Member, (Location) School Board (Local Address) 00000	Gentlemen/Ladies/Gentlemen and Ladies: Sincerely, Dear Mr./Ms. (Surname): Sincerely,

Principal of a School	Mr./Ms. (Full Name) Principal of (School) (Local Address) 00000	Dear Mr./Ms. (Surname): Sincerely,
Teacher	Mr./Ms. (Full Name) (School) (Local Address) 00000	Dear Mr./Ms. (Surname): Sincerely,
MILITARY		
ARMY, AIR FORCE, MARINE CORPS		
General, Lieutenant General, Major General, Brigadier General	(Full Grade) (Full Name), (Abbreviation of Service Designation) Title (Post Office Address of Organization and Station) 00000	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, Warrant Officer	(Same as Above)	Dear Mr./Mrs./Miss/Ms. (Surname): Sincerely,
Sergeant Major	(Same as Above)	Dear Sergeant Major (Surname): Sincerely,
Master Sergeant, Gunnery Sergeant, Technical Sergeant, Staff Sergeant, Sergeant	(Same as Above)	Dear Sergeant (Surname): Sincerely,
Corporal, Lance Corporal	(Same as Above)	Dear Corporal (Surname): Sincerely,
Specialist, Classes 4 to 9	(Same as Above)	Dear Specialist (Surname): Sincerely,
Private First Class, Private	(Same as Above)	Dear Private (Surname): Sincerely,
Recruit	(Same as Above)	Dear Recruit (Surname): Sincerely,
Airman First Class, Airman Second Class, Airman Third Class, Basic Airman	(Same as Above)	Dear Airman (Surname): Sincerely,
Retired Officer	(Full Grade) (Full Name), (Abbreviation of Service Designation), Retired (Local Address) 00000	Dear (Rank) (Surname): Sincerely,
NAVY, COAST GUARD		
Admiral, Vice Admiral, Rear Admiral	(Full Grade) (Full Name), (Abbreviation of Service Designation) Title (Post Office Address of Organization and Station) 00000	Dear Admiral (Surname): Sincerely,
Commodore	(Same as Above)	Dear Commodore (Surname): Sincerely,

Captain	(Same as Above)	Dear Captain (Surname): Sincerely,
Commander, Lieutenant Commander	(Same as Above)	Dear Commander (Surname): Sincerely,
Lieutenant	(Same as Above)	Dear Lieutenant (Surname): Sincerely,
Ensign	(Same as Above)	Dear Ensign (Surname): Sincerely,
Chief Warrant Officer, Warrant Officer	(Same as Above)	Dear Chief Warrant Officer (Surname): Sincerely, Dear Warrant Officer (Surname): Sincerely,
Chief Petty Officer	(Same as Above)	Dear Chief Petty Officer (Surname): Sincerely,
Petty Officer First Class, Petty Officer Second Class, and Petty Officer Third Class	(Same as Above)	Dear Petty Officer (Surname): Sincerely,
Seaman, Seaman Apprentice, and Seaman Recruit	(Same as Above)	Dear Seaman (Surname): Sincerely,
Fireman, Fireman Apprentice, and Fireman Recruit	(Same as Above)	Dear Fireman (Surname): Sincerely,
Airman, Airman Apprentice, and Airman Recruit	(Same as Above)	Dear Airman (Surname): Sincerely,
Construction Man, Construction Man Apprentice, Construction Man Recruit	(Same as Above)	Dear Construction Man (Surname): Sincerely,
Hospitalman, Hospitalman Apprentice, Hospitalman Recruit	(Same as Above)	Dear Hospitalman (Surname): Sincerely,
Dentalman, Dentalman Apprentice, and Dentalman Recruit	(Same as Above)	Dear Dentalman (Surname): Sincerely,
Stewardsman, Stewardsman Apprentice, Stewardsman Recruit	(Same as Above)	Dear Stewardsman (Surname): Sincerely,
Retired Officer	(Full Grade) (Full Name), (Abbreviation of Service Designation), Retired (Local Address) 00000	Dear (Rank) (Surname): Sincerely,

MILITARY MAIL (OVERSEAS)

Army	<p>Show full grade; full name, including first name and middle name or initial; social security account number; organizations; and APO number and post office through which mail is to be routed. Example:</p> <p>Gen. Kenneth A. O'Brien, Jr., 300-900-0241 801st Infantry Regt. APO New York 09801</p>	
Air Force	<p>Show full grade; full name, including first name and middle name or initial; social security account number; Postal Service Center (PSC) box number if served by PSC, or organization if not served by PSC (and box number, if appropriate); and APO number and the post office through which the mail is to be routed. Example:</p> <p>Personnel Served by PSC</p> <p>A1C James LaVar Green, FR-891-04-1978 PSC Box 913 APO New York 09109</p> <p>Personnel Served by Unit Mail Room</p> <p>Sgt. Montgomery Stanback, FR-801-04-0278 124-24 Elect Instl. Sq., Box 139 APO San Francisco 96274</p>	

<p>Navy and Marine Corps</p>	<p>Show full name, including first name and middle name or initial, rank or rating, service number, shore base organization unit with Navy number, or mobile unit designation or name of ship, and the fleet post office (FPO) through which the mail is to be routed. Example:</p> <p>NAVY Mary D. Woodard QMSN 680-92-79 USN USS Irvin Wallace (DD729) FPO San Francisco 96601</p> <p>Mary D. Woodard, AQF-1, 319 04 02 USN U.S. Naval Air Facility FPO New York 09521</p> <p>USMC Maj. William K. Lewis, 139042 USMC Staff, Fleet Marine Force Pacific FPO San Francisco 96602</p> <p>Lt. Joseph S. Woodard, 020478, USMC U.S. Marine Corps Air Facility FPO San Francisco 96672</p> <p>Dependents Residing with Military Personnel</p> <p>Miss Mary D. Woodard c/o Sgt. Paul L. Woodard, 021-04-1978 Company A, 1st Bn. 16th Inf. APO New York 09036</p>	
<p>Army and Air Force</p>	<p>Show grade; full name, including first name and middle name or initial; social security account number; organization; military installation; and the State and the ZIP Code. Examples:</p> <p>Personnel Served by PSC</p> <p>Sgt. Keith P. Watkins, FR-212-03-1978 PSC Box 1978 Vandenberg AFB CA 93437</p> <p>Personnel Served by Unit Mail Room</p> <p>A1C Melvin C. Schott, FR-002-04-1978 1 Strat Aerosp Div, Box 107 Vandenberg AFB CA 93437</p>	

Navy and Marine Corps	<p>Show full name including first name and middle name or initial, rank or rating, service number, organization, military installation and the ZIP Code. Example:</p> <p>Bill T. Hennessee, SK2, 513 02 64 USN U.S. Naval Supply Depot Great Lakes, IL 60088</p> <p>M/SGT Bill T. Hennessee, 0204197 USMC Headquarters Battalion Headquarters U.S. Marine Corps Henderson Hall Arlington, VA 22214</p> <p>Dependents Residing with Military Personnel</p> <p>Master Darrell L. Hennessee c/o Sgt. William Hennessee, 081-32-1978 Company M. 9th Bn., 9th Inf. Fort Gordon, GA 30905</p>	
CORPORATIONS, COMPANIES, AND FEDERATIONS		
A Company or Corporation	(Name of Company or Corporation) (Local Address) 00000	Ladies and Gentlemen: Sincerely,
A Federation	(Name of Official) (Title), (Name of Federation) (Local Address) 00000	Dear Mr./Ms. (Surname): Sincerely,
MEDICAL ¹³		
Physician	<p>(Full Name), (Appropriate Abbreviation) (Local Address) 00000</p> <p>Abbreviations¹⁴ C.B. Bachelor of Surgery D.O. Doctor of Osteopathy D.P.H. Doctor of Public Health M.B. (for B.M.) Bachelor of Medicine M.D. Doctor of Medicine Pod. D. Doctor of Podiatry</p>	Dear Dr. (Surname): Sincerely,
Two Physicians	<p>Drs. (Full Name) and (Full Name) (Local Address) 00000</p> <p style="text-align: center;">or</p> <p>Drs. (Same Surname) (Local Address) 00000</p>	<p>Dear Drs. (Surname) and (Surname): Sincerely,</p> <p style="text-align: center;">or</p> <p>Dear Drs. (Surname): Sincerely,</p>

¹³ Titles may be used in connection with Dr., except M.D., D.D., or other degree letters that mean Doctor.

¹⁴ These abbreviations do not constitute a complete listing but consist of the most frequently used to serve as a guideline. Appropriate abbreviations may be found in a standard dictionary and other reference books available from the DOT Library and the GSA Retail Store. Reference should also be made to incoming correspondence, if any, for correct degree letters and titles.

Dentist	(Full Name), (Appropriate Abbreviation) (Local Address) 00000 Abbreviations B.D.S. Bachelor of Dental Surgery D.D.S. Doctor of Dental Surgery D.M.D. Doctor of Dental Medicine M.D.S. Master of Dental Surgery	Dear Dr. (Surname): Sincerely,
Veterinarian	(Full Name), (Appropriate Abbreviation) (Local Address) 00000 Abbreviations B.V.Sc. Bachelor of Veterinary Science D.V.M. for V.M.D. Doctor of Veterinary Medicine	Dear Dr. (Surname): Sincerely,
Pharmacist	Mr./Ms. (Full Name), (Appropriate Abbreviation) (Local Address) 00000 or (Full Name), (Appropriate Abbreviation) (Local Address) 00000 Abbreviations Phar.B Bachelor of Pharmacy Phar.D Doctor of Pharmacy Phar.M. Master of Pharmacy Ph.C. Pharmaceutical Chemist R.Ph. Registered Pharmacist	Dear Mr./Ms. (Surname): Sincerely, or Dear Dr. (Surname): Sincerely,
Nurse	Mr./Ms. (Full Name), (Appropriate Abbreviation) (Local Address) 00000 Abbreviations L.P.N. Licensed Practical Nurse P.N. Practical Nurse R.N. Registered Nurse	Dear Mr./Ms. (Surname): Sincerely,
OTHER ADDRESSES		
SINGLE		
A Man	Mr. (Full Name) (Local Address) 00000	Dear Sir: Sincerely, or Dear Mr. (Surname): Sincerely,
An Unmarried Woman ¹⁵	Ms. (Full Name) (Local Address) 00000	Dear Ms. (Surname): Sincerely,
A Married Woman or Widow	Mrs. (Husband's Full Name) (Local Address) 00000	Dear Mrs. (Surname): Sincerely,

¹⁵ In modern usage, women may be addressed by Ms., Mrs., and/or Miss. Married women may assume the name of their husbands or retain the name they had before marriage. In some instances, married couples combine their surnames with a hyphen. In all cases it is the preference of the addressee, when known, that should be followed. Incoming correspondence, if any, should be referenced. For Secretarial correspondence, the Executive Secretariat may be contacted. In the case of local correspondence when such questions arise, a telephone call to the addressee's office may be made to obtain the information. The plural of Ms. is either Mses. Or Mss.

Multiple ¹⁶ Two or More Men	Messrs. (Surname) and (Surname) (Local Address) 00000 or Mr. (Full Name) and Mr. (Full Name) (Local Address) 00000 or The Messrs. (Surname) (Local Address) 00000	Gentlemen (Surname): Sincerely, or Dear Mr. (Surname) and Mr. (Surname): Sincerely,
Two or More Men of the Same Name	Messrs. (Given Name) and (Given Name) (Surname) (Local Address) 00000 or The Messrs. (Surname) (Local Address) 00000	Dear Messrs. (Surname): Sincerely, or Gentlemen: Sincerely,
Two or More Unmarried Women	The Meses. (Surname) and (Surname) (Local Address) 00000 Miss (Full Name) and Miss (Full Name) (Local Address) 00000	Ladies (or Mesdames): Sincerely, Dear Misses (Surname) and (Surname): Sincerely,
Two or More Women	Ms. (Full Name) and Mrs. (Full Name) (Local Address) 00000	Ladies (or Mesdames): Sincerely,
One Man and One Woman	Mr. (Full Name) and Ms. (Full Name) (Local Address) 00000 or Mr. and Ms. (His Surname and Her Surname Separated by a Hyphen) (Local Address) 00000	Dear Mr. (Surname) and Ms. (Surname): Sincerely, or Dear Mr. And Mrs. (Surname- Surname)
Men and Women ¹⁷	Ms. (Full Name), Mrs. (Full Name) and Mr. (Full Name) (Local Address) 00000 or Mrs. (Full Name), Mr. (Full Name) and Mrs. (Full Name) (Local Address) 00000	Mesdemes and Dear Sir: Sincerely, or Dear Madam and Gentlemen: Sincerely,
SINGLE ADDRESSEES		MULTIPLE ADDRESSEES
The Secretary The Deputy Secretary General Counsel Assistant Secretary for (organizational title)		Secretarial Officers:

¹⁶ A letter to two or more persons may be addressed as illustrated, or to only one of them when the letter is mentioned by name in the opening paragraph.

¹⁷ When the names of both men and women occur in the inside address, the individual whose name appears first should be addressed first in the salutation.

Administrator, Federal Aviation Administration Administrator, Federal Highway Administration Administration, National Highway Traffic Safety Administration Administrator, Federal Railroad Administration Administrator, Federal Transit Administration Administrator, Saint Lawrence Seaway Development Corporation Administrator, Maritime Administration Administrator, Federal Motor Carrier Safety Administration Administrator, Pipeline and Hazardous Materials Safety Administration Administrator, Research and Innovative Technology Administration		Heads of Operating Administrations:
Chief Counsel Chief Financial Officer Director, Innovative Program Delivery		Chief Counsel: Chief Financial Officer Director
Associate Administrator for Policy and Governmental Affairs Associate Administrator for Infrastructure Associate Administrator for Planning, Environment, and Realty Associate Administrator for Operations Associate Administrator for Federal Lands Highway Associate Administrator for Safety Associate Administrator for Research, Development and Technology Associate Administrator for Administration Associate Administrator for Civil Rights Associate Administrator for Public Affairs Associate Administrator for Professional and Corporate Development		Associate Administrators:
<u>Offices</u> under <u>all</u> Associate Administrators	All Program Offices	
Offices under <u>one</u> Associate Administrator Example: Director, Office of Human Resources Director, Office of Information and Management Services Director, Office of Acquisition Management	Example: All Administration Program Offices:	
Director of Field Services – North Director of Field Services – South Director of Field Services - West	Directors of Field Services:	
Office of Technical Services	Director of Technical Services:	
Alabama Division Office (each State has a Division Office plus Puerto Rico and the District of Columbia)	Division Administrators:	
Eastern Federal Lands Highway Division Office Central Federal Lands Highway Division Office Western Federal Lands Highway Division Office	Federal Lands Highway Division Engineers:	