

Addressing Letters to Policymakers

Use these salutations and closings to appropriately address your correspondence to policymakers. If you need information on addressing policymakers whose offices are not listed here, visit *Forms of Address* at http://www.formsofaddress.info/FOA_home.html.

Federal Elected Officials

President of the United States

Address:

The President
The White House
1600 Pennsylvania Avenue, NW.
Washington, DC 20500

Opening: “Mr. President:” or “Dear Mr. President:”

Closing: “Respectfully yours,” or “Most respectfully yours,”

U.S. Senators

Address:

The Honorable [senator’s first and last names]
[Dirksen, Hart, or Russell] Senate Office Building
Washington, DC 20510

Opening: “Sir or Madam:” or “Dear Senator [last name]:”

Closing: “Very truly yours,” or “Sincerely yours,”

U.S. Congressmen

Address:

The Honorable [representative’s first and last names]
[Cannon, Longworth, or Rayburn] House Office Building
Washington, DC 20515

Opening: “Sir or Madam:” or “Dear Representative [last name]:” or
“Dear Mr./Mrs./Miss/Ms. [last name]: ”

Closing: “Very truly yours,” or “Sincerely yours,”

Federal Cabinet Secretaries

U.S. Secretary of Education

Address:

The Honorable [first and last name]
Secretary of Education
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC 20202

Opening: “Dear Mr./Madam Secretary”

Closing: “Sincerely,”

U.S. Secretary of Health and Human Services

Address:

The Honorable [first and last name]
Secretary of Health and Human Services
U.S. Department of Health and Human Services
200 Independence Avenue, SW.
Washington, DC 20201

Opening: “Dear Mr./Madam Secretary”

Closing: “Sincerely,”

U.S. Attorney General

Address:

The Honorable [first and last name]
Attorney General of the United States
U.S. Department of Justice
950 Pennsylvania Avenue, NW.
Washington, DC 20530–0001

Opening: “Dear Mr./Madam Attorney General”

Closing: “Sincerely,”

State and Elected Officials

Governor

Envelope and inside address:

The Honorable Governor of [State]
[street address, including required building names or office numbers]
[city, State, ZIP]

Opening: “Dear Governor [last name]:”

Closing: “Very truly yours,” or “Sincerely yours,”

State Senators and Representatives

Some States vary from this form, addressing their representatives as Mr./Mrs./Miss/Ms. To confirm your State’s preferred style, look for links to State policymakers or visit your State legislature’s Web site for guidance.

Address:

The Honorable [first and last names]
[State] Senate (or) [State] House of Representatives
[street address, including required building names or office numbers]
[city, State, ZIP]

Opening: “Dear Representative [last name] or “Dear Senator [last name]:”

Closing: “Sincerely yours,”

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