

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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