Mail Addresses and Salutations in Letters.

The way to write an address in English is different from the way of many other languages.
In English, and most European languages, the smallest unit – the person's name – comes first, and the largest unit, the country comes last. (If you are mailing a letter that will be delivered inside the same country, of course, then the largest unit will be the state or province.)

This is the standard order:

Mr./Ms./Mrs./Miss/Dr. + First-Name Last-Name
Title
Department
Company
Street Address
City, State Postal Code
Country

Example

```
Mr. Jason Walker
Manager
Product Development Dept.
Washington Business Supply
1539 Jefferson Street
Philadelphia, PA  19875
U.S.A.
```

Here are some other important rules:

1. For a woman, use 'Ms.' unless you know that she prefers another title. Use the one that she used if you have already received a letter from her.

2. If the title and department are short, they can be put on the same line:

Example: **Manager, Sales Department**

3. The country name is used only when you are sending from one country to another. Therefore, if you are in Japan and sending to someone else in Japan, you do not write "Japan" in the address.

4. Only American postal codes are called "ZIP" codes; use the word 'postal code' for other countries. For countries in Western Europe (except Great Britain) the postal code comes BEFORE the city name: Example: **D-451 Hamburg**

5. For the United States, always put the city, state, and ZIP code on the same line, and for Canada, the city, province, and postal code.

6. States and provinces are usually abbreviated in addreses. See the Appendix for a list of the 2-letter abbreviations.

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Salutations

This is the greeting at the beginning of the letter, like “Dear Mary,”

If the person you are writing to is a friend, or if you have known the person for a long time and are on a 'first name basis', then you write:

Dear + First-Name + comma: Example: **Dear Bill,**

If you do not know the person well, you use:

Mr./Ms./Mrs./Miss/Dr. (etc.) + the last name + colon: Example: **Dear Ms. Jones:**

If you do not know the name of the person to whom you are writing, then use 'Sir/Madam' + colon.
Example: **Dear Sir/Madam:**

A semi-colon (;) is never used in U.S.-style salutations. Use either a comma or a colon. British usage is different. They use no comma or colon after the name.