



NASA Procedural Requirements

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COMPLIANCE IS MANDATORY[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Correspondence Management and Communications Standards and Style w/Change 1 (12/30/2008)

Responsible Office: Executive Secretariat

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Appendix E: Forms Of Addresses

1. General.

The forms of address in this appendix are the conventional forms as determined by social and official custom. Since address forms may vary in certain instances, it is important to consult the rules as they appear in the listing in this appendix.

2. Titles of Addressees.

- a. "The Honorable" is a title used to address current and former officials; e.g., Presidential appointees, Federal and state elected officials, and mayors. "Honorable" is not used by itself. "The Honorable" is not used before a last name alone. When appearing within the text of a letter or other communication, "the" is not capitalized.
- b. "The Honorable" may be replaced by a title such as "Dr." or "General," but it is not used in combination with another title.
- c. After leaving a titled position, an individual may opt to retain that distinctive title ("Judge," "General," or "The Honorable") throughout his or her lifetime.

3. Abbreviation of Titles and Degrees.

- a. With the exceptions of "Mr./Ms./Dr.," do not abbreviate titles preceding full names in an address. Long titles such as "Lieutenant Colonel" and "Brigadier General" may be abbreviated for the sake of balance and appearance in the address when necessary; e.g., Lt. Colonel John L. Smith. Note that the basic rank is not abbreviated. The salutation should read, "Dear Colonel Smith."
- b. Abbreviate designations of degrees, religious and fraternal orders, and military service branch titles after a name. Type the initials of a degree or order with periods but no spaces between them. Type military service designations in capital letters without periods.
- c. Do not use scholastic degrees in combination with complimentary titles of address or with military service ranks, except in the case of "The Reverend." When a name is followed by abbreviations, their sequence is as follows: religious orders first, theological degrees, academic degrees earned in course, and honorary degrees in order of the bestowal. Using more than two degrees is unnecessary. Examples:

John Doe, D.D., D.Lit.

Patricia Smith, M.D.

Henry Brown, LL.D., Ph.D.

Lt. Colonel Mary Hill, USAF

The Reverend George Green, D.D.

4. Spouse of Distinguished Individual.

a. An individual does not share a spouse's official title and, therefore, should be addressed individually by his or her own appropriate title and last name.

The American Ambassador and Mrs. Doe

b. In cases of the titled spouse being a female, the following rule applies: Justice Sandra Morgan and Mr. Morgan

c. Not all married women use their husband's name, especially if they use another name professionally.

Senator Diane Strickland and Mr. Richard Blum

The Honorable Patrick Reed and Ms. Brooke Saxon

The forms of address listed in this appendix are the conventional forms of address as determined by social and official custom. The style of salutation and complimentary close is informal.

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
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THE WHITE HOUSE

The President	The President The White House Washington, DC 20500	Dear Mr./Madam President: Respectfully,
Spouse of the President	Mrs., 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 Executive Office of the President Washington, DC 20500	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Former President	The Honorable (full name) (local address) (ZIP Code)	Dear President, Madam President (surname): Sincerely,
The Vice President	The Vice President United States Senate Washington, DC 20510	Dear Mr./Madam Vice President: Sincerely,
The Vice President	The Honorable (full name) The Vice President of the United States Washington, DC 20501	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 Executive Office of the President Washington, DC 20503	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,

The Honorable
(full name)
Director
Office of Science and
Technology Policy
Executive Office of the
President
Washington, DC 20500

Dear Mr./Mrs./Miss/Ms.
(surname):
Sincerely,

THE FEDERAL JUDICIARY

The Chief Justice

The Chief Justice
The Supreme Court of
the United States
Washington, DC 20543

Dear Chief Justice:
Sincerely,

Associate Justice

Justice (surname)
The Supreme Court of
the United States
Washington, DC 20543

Dear Justice (surname):
Sincerely,

The Clerk of the
Supreme Court

The Clerk of the Supreme
Court
The Supreme Court of
the United States
Washington, DC 20543

Dear Mr./Mrs./Miss/Ms.
(surname):
Sincerely,

THE CONGRESS

President of the Senate

The Honorable (full name)
President of the Senate
Washington, DC 20510

Dear Mr./Madam President:
Sincerely,

President of the Senate
Pro Tempore

The Honorable (full name)
President Pro Tempore
United States Senate
Washington, DC 20510

Dear Mr./Madam President:
Sincerely,

Speaker of the House of
Representatives

The Honorable (full name)
Speaker of the House of
Representatives
Washington, DC 20515

Dear Mr./Madam Speaker:
Sincerely,

Majority Leader
or Minority Leader
United States Senate

The Honorable (full name)
Majority or Minority Leader
United States Senate
Washington, DC 20510

Dear Mr./Madam Leader:
Sincerely,

United States Senator

The Honorable (full name)
United States Senate
Washington, DC 20510
or
The Honorable (full name)
United States Senator
(Congressional District office address)
(City), (State) (ZIP Code)

Dear Senator (surname):
Sincerely,

Majority Leader or Minority Leader	The Honorable (full name) Majority or Minority Leader House of Representatives Washington, DC 20515	Dear Mr./Madam Leader: Sincerely,
United States Representative	The Honorable (full name) House of Representatives Washington, DC 20515 or The Honorable (full name) Member, U.S. House of Representatives (local address) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): or Dear Congresswoman (surname): Sincerely,
Committee Chair Chairman, Chairwoman Chair	The Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC 20510 or The Honorable (full name) Chair Committee on (name) House of Representatives Washington, DC 20515	Dear Mr. Chairman/ Madam Chairwoman/: Chair: Sincerely, Dear Mr. Chairman/Madam Chair: Sincerely,
Subcommittee Chairman Chair	The Honorable (full name) Chairman, Subcommittee on (name of parent Committee) United States Senate Washington, DC 20510 or The Honorable (full name) Chair, Subcommittee on (name) (name of parent Committee) House of Representatives Washington, DC 20515	Dear Mr. Chairman/Madam Chair: Sincerely,
Joint Committee Chairman	The Honorable (full name) Chairman (Chair) Joint Committee on (name) Congress of the United States Washington, DC (ZIP Code)	Dear Mr. Chairman/Madam Chair: Sincerely,
Senator-elect	The Honorable (full name) United States Senator-elect or	Dear Senator-elect (surname): Sincerely,
Representative-elect	Representative-elect (address, if known) or Care of the United States Senate or House of Representatives	Dear Congressman-elect: (surname): Sincerely,
Office of a Deceased Senator	Office of the late Senator (full name) United States Senate Washington, DC 20510 or	*Sir: or Madam: Senator Sincerely,

Representative	Office of the late Representative* (full name) House of Representatives Washington, DC 20515	
Chaplin of the United States Senate	The Reverend (full name) Chaplin of the United States Senate Washington, DC 20510 or	Dear Mr./Mrs./Miss/Ms. (surname):** Sincerely,
House of Representatives	The Reverend (full name) Chaplain of the House of Representatives Washington, DC 20515	
Secretary of the United States Senate	The Honorable (full name) Secretary of the Senate United States Senate Washington, DC 20510	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Clerk of the House	The Honorable (full name) Clerk of the House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Resident Commissioner	The Honorable (full name) Resident Commissioner from Puerto Rico House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Delegate	The Honorable (full name) Delegate from (location) House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Comptroller General	The Honorable (full name) Comptroller General of the United States General Accounting Office Washington, DC 20548	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Librarian of Congress	The Honorable (full name) Librarian of Congress Library of Congress Washington, DC 20540	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Public Printer	The Honorable (full name) Public Printer Government Printing Office Washington, DC 20401	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,

*If the name of the late Senator's or Representative's secretary or administrative assistant is known, the letter may be addressed to that person by name.

**The title is Mr. or Dr., as appropriate. Reverend is not used with the surname alone.

EXECUTIVE DEPARTMENTS AND INDEPENDENT AGENCIES

Cabinet Members	The Honorable (full name) Secretary of the Interior* Washington, DC 20240	Dear Mr., Madam Secretary:* Sincerely,
	The Honorable (full name) Attorney General of the United States Department of Justice Washington, DC 20530	Dear Mr., Madam Attorney General: Sincerely,
Deputy Secretaries, Assistant Secretaries, Under Secretaries	The Honorable (full name) Deputy Secretary of Energy Washington, DC 20585	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
	The Honorable (full name) Assistant Secretary, Legislative Affairs Department of Defense Washington, DC 20301	
	The Honorable (full name) Under Secretary of Housing and Urban Development	
Postmaster General	The Honorable (full name) Postmaster General United States Postal Service Washington, DC 20260	Dear Mr./Madam/Postmaster General: Sincerely,
Head of a Independent Agency, Authority, or Board	The Honorable (full name) (Title) (Agency name) (address) (City) (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Head of a Major Organization within an Agency, if a Presidential Appointee	The Honorable (full name) Under Secretary/Administrator National Oceanic and Atmospheric Administration Department of Commerce Washington, DC 20230	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Secretary of the Navy Secretary of the Army Secretary of the Air Force	The Honorable (full name) Secretary of the (Navy, Army, Air Force) Department of Defense The Pentagon Washington, DC (ZIP Code)	Dear Mr./Madam Secretary: Sincerely,
Chairman of a Commission or Board	The Honorable (full name) Chairman Federal Trade Commission Washington, DC 20580	Dear Mr./Madam Chairman: Sincerely,

AMERICAN MISSIONS

American Ambassador	The Honorable (full name) American Ambassador (City), (Country)	Dear Mr./Madam Ambassador: Sincerely,
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American Consul General or American Consul	The Honorable (full name) American Consul General (or American Consul) (City), (Country)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
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Personal (Special) Representative of the President	The Honorable (full name) Personal Representative of the President of the United States of America to (country) (address) (City, State/Country)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
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INTERNATIONAL DIPLOMATIC MISSIONS/ORGANIZATIONS

Foreign Ambassador in the United States	His (Her) Excellency (full name) Ambassador of (country) (local address) (ZIP Code)	Dear Mr./Madam/ Ambassador: Sincerely,
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United States Representative to the United Nations or Organization of American States	The Honorable (full name) United States Representative to the United Nations (or Organization of American States) (local address) (ZIP Code)	Dear Mr./Madam/Ambassador: Sincerely,
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Foreign Minister in the United States (Head of a Legation)	The Honorable (full name) Minister of (country) Washington, DC (ZIP Code)	Dear Mr./Madam/Minister: Sincerely,
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Foreign Minister Counselor in the United States	The Honorable (full name) Minister Counselor Embassy of (country) Washington, DC (ZIP Code)	Dear Mr./Madam/Minister: Sincerely,
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STATE AND LOCAL GOVERNMENTS

Governor	The Honorable (full name) Governor of (State) (City), (State) (ZIP Code)	Dear Governor (surname): Sincerely,
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Lieutenant Governor	The Honorable (full name) Lieutenant Governor of (State) (City), (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
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State Senator	The Honorable (full name) (State) Senate (City), (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
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State Representative, Assemblyman, or Delegate	The Honorable (full name) (State) House of Representatives (or Assembly or House of Delegates)* (City), (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
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Mayor	The Honorable (full name) Mayor of (name of city) (City), (State) (ZIP Code)	Dear Mayor (surname): Sincerely,
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President of a Board of Commissioners	The Honorable (full name) President Board of Commissioners of (name of city) (City), (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
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*In most States, the lower branch of the legislature is the House of Representatives. In States, such as California, New York, New Jersey, Nevada, and Wisconsin, 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 designated as Senators.

CHURCH OFFICIALS

Minister Pastor Rector (without doctoral degree)	The Reverend (full name, degrees) (address) (City), (State) (ZIP Code)	Dear Dr. (surname): Sincerely,
Minister Pastor Rector (without doctoral degree)	The Reverend (full name) (name of church) (address) (City), (State) (ZIP Code)	Dear Mr./Mrs./Miss/Ms. (surname): Sincerely,
Presiding Episcopal Bishop	The Most Reverend (full name, degrees) Presiding Bishop of the Episcopal Church (address) (City), (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Episcopal Bishop	The Right Reverend (full name, degrees) Bishop of (diocese) (address) (City), (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Episcopal Dean	The Very Reverend (full name, degrees) Dean of (church) (address) (City), (State) (ZIP Code)	Dear Dean (surname): Sincerely,
Methodist Bishop	The Reverend (full name, degrees) Methodist Bishop (address) (City), (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Mormon Bishop	Mr. (full name) The Church of Jesus Christ of Latter Day Saints (address) (City), (State) (ZIP Code)	Dear Mr. (surname): Sincerely,
Catholic Cardinal	His Eminence (given name) Cardinal (surname) (address) (City), (State) (ZIP Code)	Dear Cardinal (surname): Sincerely,

Catholic Archbishop	The Most Reverend (full name) Archbishop of (diocese) (address) (City), (State) (ZIP Code)	Dear Archbishop (surname): Sincerely,
Catholic Bishop	The Most Reverend (full name) Bishop of (city) (address) (City), (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Catholic Monsignor (higher rank)	The Right Reverend Monsignor (full name) (address) (City), (State) (ZIP Code)	Dear Monsignor (surname): Sincerely,
Catholic Monsignor (lower rank)	The Very Reverend Monsignor (full name) (address) (City), (State) (ZIP Code)	Dear Monsignor (surname): Sincerely,
Catholic Priest	The Reverend (full name) (add initials or Order, if any) (address) (City), (State) (ZIP Code)	Dear Father (surname): Sincerely,
Catholic Mother Superior of an Institution	The Reverend Mother Superior (initials of Order, if used) (name of institution) (address) (City), (State) (ZIP Code)	Dear Reverend Mother: Sincerely,
Rabbi (with doctoral degree)	Rabbi (full name) (Synagogue) (address) (City), (State) (ZIP Code)	Dear Dr. (surname): Sincerely,
Rabbi (without doctoral degree)	Rabbi (full name) (Synagogue) (address) (City), (State) (ZIP Code)	Dear Rabbi (surname): Sincerely,
Orthodox Archbishop	His Eminence Archbishop (full name) (address) (City), (State) (ZIP Code)	Your Eminence Sincerely,
Orthodox Bishop	His Grace (full name) Bishop of (name of Diocese) (address) (City), (State) (ZIP Code)	Your Grace Sincerely,
Orthodox Priest	The Reverend (full name) (name of church) (address) (City), (State) (ZIP Code)	Dear Father: Sincerely,

EDUCATIONAL INSTITUTIONS

President or Chancellor of
a College or University
(with doctoral degree)

Dr. (full name)
President
(name of institution)
(address)
(City), (State) (ZIP Code)

Dear Dr. (surname):
Sincerely,

President of a College or
University (without doctoral degree)

Mr., Mrs., Miss, Ms. (full name)
(name of institution)
(address)
(City), (State) (ZIP Code)

Dear Mr./Mrs./Miss/Ms.
(surname):
Sincerely,

Dean of a School

Dean (full name)
School of (name)
(name of institution)
(address)
(City), (State) (ZIP Code)

Dear Dean (surname):
Sincerely,

Professor

Professor (full name)
Department of (name)
(name of institution)
(address)
(City), (State) (ZIP Code)

Dear Professor (surname):
Sincerely,

Ph.D.

Dr. (full name)
(address)
(City), (State) (ZIP Code)

Dear Dr. (surname):
Sincerely,

PHYSICIANS AND LAWYERS

Physician

(full name), MD
(address)
(City), (State) (ZIP Code)

Dear Dr. (surname):
Sincerely,

Lawyer

Mr., Mrs., Miss, Ms. (full name)
Attorney at Law
(address)
(City), (State) (ZIP Code)

Dear Mr./Mrs./Miss/Ms.
(surname):
Sincerely,

Judge

The Honorable (full name)
Judge, Appellate Division
The Supreme Court of the State of
New York
(address)
(City), (State) (ZIP Code)

Dear Judge (surname):
Sincerely,

OTHER

Widow

Mrs. (husband's first and last name)
or Ms. (wife's full name)
(address)
(City), (State) (ZIP Code)

Dear Mrs., Ms. (surname):
Sincerely,

Unknown Gender

Leslie Smith
(address)
(City), (State) (ZIP Code)

Dear Leslie Smith:
Sincerely,

MULTIPLE ADDRESSEES

Two or More Men	Mr. (full name) and Mr. (full name) (address) (City), (State) (ZIP Code)	Dear Mr. (surname) and Mr. (surname): or Dear Messrs. (surname) Sincerely,
Two or More Women	Mrs., Miss, Ms. (full name) and Mrs., Miss, Ms. (full name) (address) (City), (State) (ZIP Code)	Dear Mrs./Ms., Miss (surname) and Mrs./Ms./Miss (surname): Sincerely,
One Woman and One Man	Mrs., Miss, Ms. (full name) and Mr. (full name) (address) (City), (State) (ZIP Code)	Dear Mrs./Miss/Ms. (surname) and Mr. (surname): Sincerely,

MILITARY SERVICES

Army, Air Force, and Marine Corps Officers

General Lieutenant General Major General Brigadier General	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear General (surname): Sincerely,
Colonel Lieutenant Colonel	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear Colonel (surname): Sincerely,
Major	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear Major (surname): Sincerely,
Captain	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear Captain (surname): Sincerely,
First Lieutenant Second Lieutenant	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear Lieutenant (surname): Sincerely,
Chief Warrant Officer	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear Chief Warrant Officer (surname): Sincerely,
Warrant Officer	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear Warrant Officer (surname): Sincerely,
Navy and Coast Guard Officers Admiral Vice Admiral	(full rank, full name, abbreviation of service) (address)	Dear Admiral (surname): Sincerely,

Captain	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear Captain (surname): Sincerely,
Commander Lieutenant Commander	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear Commander (surname): Sincerely,
Lieutenant Lieutenant Junior Grade	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear Lieutenant (surname): Sincerely,
Ensign	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear Ensign (surname): Sincerely,
Chief Warrant Officer	(full rank, full name, abbreviation of service) (address) (City), (State) (ZIP Code)	Dear Chief Warrant Officer (surname): Sincerely,

ALL SERVICES

Retired Officer	(full rank, full name, abbreviation of service), (Ret.) (address) (City), (State) (ZIP Code)	Dear (rank, surname): Sincerely,
Chaplain	Chaplain (full name) (rank, service designation) (address) (City), (State) (ZIP Code)	Dear Chaplain (surname): Sincerely,

SERVICE ACADEMY MEMBERS

Army or Coast Guard Cadet	Cadet (full name) (address) (City), (State) (ZIP Code)	Dear Cadet (surname): Sincerely,
Navy Midshipman	Midshipman (full name) (address) (City), (State) (ZIP Code)	Dear Midshipman (surname): Sincerely,
Air Force Air Cadet	Air Cadet (full name) (address) (City), (State) (ZIP Code)	Dear Air Cadet (surname): Sincerely,

MILITARY SERVICES ABBREVIATIONS

In some instances, military abbreviations may be used as a form of address, e.g., distribution lists, courtesy copy lists, and envelopes. Refer to the GPO Style Manual's chapter entitled Abbreviations.

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