

FORMS OF ADDRESS AND SALUTATION

TITLE	SALUTATION	ADDRESS
Attorney	Dear Mr./Ms. (Last Name)	Mr./Ms. (Name), Attorney at law OR (Name), Esq.
Doctor's degree	Dear Dr. (Last Name)	(Name), Ph.D.
Human Resources Director	Dear Mr./Ms. (Last Name)	(Name), Director of Human Resources
Dean of a School	Dear Dean (Last Name)	(Name), Dean
Professor	Dear Professor (Last Name)	Professor (Name), Department
Governor	Dear Governor (Last Name)	The Honorable (Full Name), Governor of (State)
State Senator	Dear Senator (Last Name)	The Honorable (Full Name) U.S. State Senate
State Representative	Dear Mr./Ms (Last Name)	The Honorable (Full Name) U.S. State Representative
President of a Country	Dear Mr./Madam President	The President (Country)
Former President of a Country	Dear Mr./Mrs./Ms. (Last Name)	The Honorable (Full Name)
Vice President	Dear Mr./Madam Vice President	The Vice President
Cabinet Member(s)	Dear Mr./Madam Secretary	The Honorable (Full Name) The Secretary of _____ or The Attorney General City, Country
Ambassador, U.S.	Dear Mr./Madam Ambassador	The Honorable (Full Name) The Ambassador of the (Country)
Ambassador to the U.S.	Dear Mr./Madam Ambassador	His/Her Excellency (full Name) The Ambassador of the United States
Chargé des Affaires	Dear Mr./Ms. (Last Name)	The Honorable (Last Name), Country's Chargé des Affaires
Consul	Dear Mr./Ms. (Last Name)	Name, Country's Consul
Minister, U.S. or to U.S.	Mr./Madame Minister	The Honorable (Name) The Minister of (Country)
Secretary General, United Nations	Dear Mr./Madame Secretary General	His/Her Excellency (Name)
United Nations Representative (Foreign)	Excellency or Mr./Madame	His/Her Excellency (Name) Representative of (Country) to the United Nations
Chief Justice, Supreme Court	Dear Chief Justice Dear Chief Justice (Last Name)	The Chief Justice of (Country Name) Name of the Court and Address
Associate Justice, Supreme Court	Dear Mr./Madame Justice	Justice (Full Name) The Supreme Court of (Country Name)
Chief Justice Highest State Court	Dear Chief Justice Dear Chief Justice (Last Name)	The Honorable (Name) Chief Justice, (Name of Court)
Justice Highest State Court	Dear Justice Dear Justice (Last Name)	The Honorable (Full Name) (Name of Court)
Chief Judge of all other Federal/State Courts	Dear Chief Judge Dear Chief Judge (Last Name)	The Honorable (Full Name) Chief Judge, (Name of Court)
Judge or Senior Judge of all other Federal/State Courts	Dear Judge Dear Judge (Last Name)	The Honorable (Full Name) (Name of Court)
Federal Magistrate Judge	Dear Judge Dear Judge (Last Name)	The Honorable (Last Name) U.S. Magistrate, (Name of Court)