

FORMS OF ADDRESS AND SALUTATIONS

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)
State Representative	Dear Mr./Ms (last name)	The Honorable (full name)
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 (entire name) The Ambassador of the (country)
Ambassador to the U.S.	Dear Mr./Madam Ambassador	His/Her Excellency
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	The Chief Justice of (country name) Address
Associate Justice		Justice (name)

Supreme Court		The Supreme Court of (country name)
Chief Justice Highest State Court		Honorable (name) Chief Justice, (name of court)
Justice Highest State Court		Honorable (name) (name of court)
Chief Judge of all other Federal and State courts, including U.S. Courts of Appeals and District Courts		Honorable (name) Chief Judge, (name of court)
Judge or Senior Judge of all other Federal and State courts, including U.S. Court of Appeals and District Courts		Honorable (name) (name of court)
Federal Magistrate Judge		Honorable (name) U.S. Magistrate, (name of court)