

How To Address Government Officials

<u>Person</u>	<u>Letter Greeting</u>	<u>Spoken Greeting</u>
President of the United States	Dear Mr. (or Madam) President	Mr. (or Madam) President
Vice President	Dear Mr. (or Madam) Vice President	Mr. (or Madam) Vice President
Cabinet members	Dear Mr. (or Madam) Secretary	Mr. (or Madam) Secretary
Chief Justice	Dear Mr. (or Madam) Justice or Dear Mr. (or Madam) Chief Justice	Mr. (or Madam) Chief Justice
Associate Justice	Dear Mr. (or Madam) Justice	Mr. Justice or Mr. Justice Jones; Madam Justice or Madam Justice Jones
United States Senator	Dear Senator Jones	Senator Jones
Speaker of the House	Dear Mr. (or Madam) Speaker	Mr. Speaker; Madam Speaker
United States Representative	Dear Mr. (or Mrs., Ms.) Jones	Mr. (or Mrs., Ms.) Jones
Ambassador	Dear Mr. (or Madam) Ambassador	Mr. (or Madam) Ambassador
Governor	Dear Governor Jones	Governor or Governor Jones
State Legislators	Dear Mr. (Or Mrs. , Ms.) Jones	Mr. (Or Mrs., Ms.) Jones
Judges	Dear Judge Jones	Mr. Justice or Judge Jones; Madam Justice or Judge Jones
Mayor	Dear Mayor Jones	Mayor Jones; Mr. (Or Madam) Mayor; Your Honor