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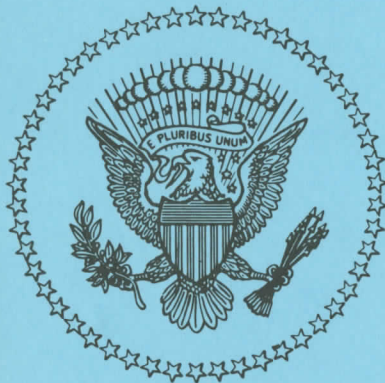
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Stack:	Row:	Section:	Shelf:	Position:
<b>G</b>	<b>9</b>	<b>18</b>	<b>2</b>	<b>2</b>

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**1986**

**THE WHITE HOUSE  
CORRESPONDENCE  
MANUAL**



**Executive Office of the President  
The White House Office**

**NOTE:** Return this manual to the Correspondence Section,  
Room 60, OEOB when no longer needed

# FOREWORD

The White House Correspondence Manual applies to all offices in the White House that prepare letters and other forms of written communication. The three purposes of the manual are to:

1. Ensure that official correspondence is typed in a uniform style and to aid in its preparation.
2. Maintain consistency and appropriateness in the use of White House stationery.
3. Promote clear and correct use of English grammar.

This manual may not solve the special problems of your individual offices; they should be worked out by each office, using the manual as a guide. Nevertheless, the general uniformity of the style and appearance of White House correspondence is important, worthwhile, and attainable.

For answers to questions about punctuation, capitalization, etc., not addressed in this manual, consult the *U.S. Government Style Manual* or the *EOP Manual of Preferred Style*. For guidance on forms of address, Records Management may be consulted; other questions not covered in the Manual may be referred to the Correspondence Typing Unit.

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# STYLE GUIDELINES

The following section is designed to give White House correspondence a consistent style. The listings here are in essence recommendations; nevertheless, adherence to the guidelines below, which are grouped by subject and listed alphabetically, can simplify the typing and increase the effectiveness of your office's correspondence.

Don't use White House postage and stationery for personal correspondence.

Occasionally the Presidential style will differ from that recommended here. For Presidential forms of address, see page 11.

## Abbreviations

- I. In names and titles of correspondents and addresses
  - A. Acceptable abbreviations are:
    1. Mr., Mrs., Ms., Dr., Messrs.;
    2. Jr., Sr.—with a preceding comma;
    3. 2d, 3d, II, III—without preceding comma;
    4. M.D., Ph.D., O.P., and other academic, religious or fraternal titles;
    5. branches of service—USN, USAF, USCG, etc.—without periods;
    6. military titles, ranks, and offices may be abbreviated in the inside address and on the envelope if they are too cumbersome to spell out. Do not abbreviate them in the salutation. A list of military abbreviations begins on page 3.
  - B. Always spell out Professor, the Honorable, the Reverend.
- II. In company names and titles, usually follow the firm's letterhead
  - A. Acceptable abbreviations: &, Ltd., Inc., Bro., Bros.;
  - B. Names and "Co." may be abbreviated if they appear so in the letterhead; otherwise spell them out. E.g., "J.C. Penney & Co."
- III. In addresses
  - A. Acceptable abbreviations
    1. Names of States, territories, provinces, and possessions may be abbreviated in staff offices, using the official two-letter postal abbreviations. When these are used, then "DC" is typed instead of "D.C."  
*NOTE:* Even in offices which opt to spell out State names (on Presidential correspondence, for instance), "D.C." is almost always used. A list of State abbreviations appears on page 4.

2. N., S., E., W., N.W., N.E., S.W., S.E., when used to designate a section of a city or complex. (These abbreviations always with periods, may be placed *after* a street name; if they occur before a street name, they should be spelled out.) Thus:  
1127 Lakeshore Drive, N.E.  
101-A South 121st Street
3. "No." may be used in an address or to designate an ordinance, determination, bill, and so on. Do not use a pound mark (#).
4. Use "c/o" rather than a percent sign (%) for "in care of."

B. Spell out:

1. Names of States may be spelled out in staff offices, if so desired.
2. Apartment, Avenue, Boulevard, Building, Circle, Court, Drive, Highway, Lane, Place, Plaza, Road, Route, Square, Street, Terrace, Way.  
*NOTE:* Rural Route, RFD, and other designations of rural roads are no longer used and may be replaced by the word "Route."
3. County, Fort, Mount, Point, Port, Post Office Box, Post Office Drawer, and Saint. The last may be abbreviated in very commonplace names.

- IV. "U.S." may be used as an adjective before the specific name of a government agency, department, organization, or vessel. Don't use "U.S." as a noun, as an adjective with a general term, or when in conjunction with the names of other countries. Thus: "The British, Irish and United States Coast Guards. . ."

# MILITARY ABBREVIATIONS

When a military title must be abbreviated, generally use the abbreviations shown below.

## ARMY

### Commissioned Officers

General of the Army	GA
General	GEN
Lieutenant General	LTG
Major General	MG
Brigadier General	BG
Colonel	COL
Lieutenant Colonel	LTC
Major	MAJ
Captain	CPT
First Lieutenant	1LT
Second Lieutenant	2LT

### Warrant Officers

Chief Warrant Officer, W-4	CW4
Chief Warrant Officer, W-3	CW3
Chief Warrant Officer, W-2	CW2
Warrant Officer, W-1	WO1

### Enlisted

Sergeant Major of the Army	SMA
Command Sergeant Major	CSM
Sergeant Major	SGM
First Sergeant	1SG
Master Sergeant	MSG
Platoon Sergeant	PSG
Sergeant First Class	SFC
Staff Sergeant	SSG
Sergeant	SGT
Corporal	CPL
Private First Class	PFC
Private E-2	PVT
Private E-1	PVT
Specialist 7, 6, 5 and 4	SP7,6,5 & 4

## MARINE CORPS

### Commissioned Officers

General	Gen
Lieutenant General	LtGen
Major General	MajGen
Brigadier General	BGen
Colonel	Col
Lieutenant Colonel	LtCol
Major	Maj
Captain	Capt
First Lieutenant	1stLt
Second Lieutenant	2ndLt

### Warrant Officers

Chief Warrant Officer, W-4	CWO4
Chief Warrant Officer, W-3	CWO3
Chief Warrant Officer, W-2	CWO2
Warrant Officer, W-1	WO

### Enlisted

Sergeant Major of the Marine Corps	SgtMaj
Master Gunnery Sergeant	MGySgt
First Sergeant	1stSgt
Master Sergeant	MSgt
Gunnery Sergeant	GySgt
Staff Sergeant	SSgt
Sergeant	Sgt
Corporal	Cpl
Lance Corporal	LCpl
Private First Class	PFC
Private	Pvt

## AIR FORCE

### Commissioned Officers

General	GEN
Lieutenant General	Lt Gen
Major General	Maj Gen
Brigadier General	Brig Gen
Colonel	Col
Lieutenant Colonel	Lt Col
Major	Maj
Captain	Capt
First Lieutenant	1stLt
Second Lieutenant	2ndLt

### Enlisted

Chief Master Sergeant of the Air Force	CMSAF
Chief Master Sergeant	CMSgt
Senior Master Sergeant	SMSgt
Master Sergeant	MSgt
Technical Sergeant	TSgt
Staff Sergeant	SSgt
Sergeant	Sgt
Senior Airman	SrA
Airman First Class	A1C
Airman	Amn
Airman Basic	AB

## NAVY and COAST GUARD

### Commissioned Officers

Admiral  
 Vice Admiral  
 Rear Admiral  
 Commodore  
 Captain  
 Commander  
 Lieutenant Commander  
 Lieutenant  
 Lieutenant, Junior Grade  
 Ensign

ADM  
 VADM  
 RADM  
 COMO  
 CAPT  
 CDR  
 LCDR  
 LT  
 LTJG  
 ENS

### Warrant Officers

Chief Warrant Officer, W-4  
 Chief Warrant Officer, W-3  
 Chief Warrant Officer, W-2  
 Warrant Officer, W-1

CWO W4  
 CWO W3  
 CWO W2  
 WO

### Enlisted

Master Chief Petty Officer of  
 the Navy  
 Master Chief Petty Officer of  
 the Coast Guard  
 Master Chief Petty Officer  
 Master Chief Petty Officer  
 of the Fleet  
 Master Chief Petty Officer  
 of the Command  
 Senior Chief Petty Officer  
 Chief Petty Officer  
 Petty Officer, First Class  
 Petty Officer, Second Class  
 Petty Officer, Third Class  
 Seaman  
 Seaman Apprentice  
 Seaman Recruit

MCPON  
 MCPOCG  
 MCPO  
 MCPOF  
 MCPOC  
 SCPO  
 CPO  
 PO1  
 PO2  
 PO3  
 SN  
 SA  
 SR

## POSTAL ABBREVIATIONS

Alabama	AL	Idaho	ID	Nebraska	NE	Rhode Island	RI
Alaska	AK	Illinois	IL	Nevada	NV	South Carolina	SC
Arizona	AZ	Indiana	IN	New Hampshire	NH	South Dakota	SD
Arkansas	AR	Iowa	IA	New Jersey	NJ	Tennessee	TN
American Samoa	AS	Kansas	KS	New Mexico	NM	Trust Territories	TT
California	CA	Kentucky	KY	New York	NY	Texas	TX
Canal Zone	CZ	Louisiana	LA	North Carolina	NC	Utah	UT
Colorado	CO	Maine	ME	North Dakota	ND	Vermont	VT
Connecticut	CT	Maryland	MD	N. Mariana		Virginia	VA
Delaware	DE	Massachusetts	MA	Islands	CM	Virgin Islands	VI
Dist. of Columbia	DC	Michigan	MI	Ohio	OH	Washington	WA
Florida	FL	Minnesota	MN	Oklahoma	OK	West Virginia	WV
Georgia	GA	Mississippi	MS	Oregon	OR	Wisconsin	WI
Guam	GU	Missouri	MO	Pennsylvania	PA	Wyoming	WY
Hawaii	HI	Montana	MT	Puerto Rico	PR		

## AGREEMENT OF SUBJECT AND VERB

When a singular subject and a plural subject are connected by "or" or "nor" the subject nearer the verb determines the number:

Neither the paragraph nor the pages are properly spaced.

Neither the pages nor the paragraph is properly spaced.

When the subject is followed by such phrases as "together with," "as well as" and "in addition to," the phrase does not change the number of the subject. Example:

The photograph, together with the cards, *is* enclosed.

The check, as well as the coins, *is* to be returned.

## CAPITALIZATION

Capitalize "Federal" when using it in a name or as an adjective synonymous with United States. "Nation" is lower case unless part of a formal name.

Capitalize "State" when it refers to a State as a unit of government:

The attorney general of the State of California.

In your State you will find the correct legislation.

The State officials warned against smoking.

*but*

Your local or state organization may help ("State" here means "statewide" and does not refer to a state as a unit of government).

They traveled through seven states.

The words local, government, department, and agency are not capitalized except in titles—e.g., Department of the Treasury and United States Government.

## COPY WORK

In many instances you may use a fast-copy machine instead of a typewriter for making copies. If you type copies of a document, prepare them on plain heavy bond. Exception: use letterhead stationery for copies of correspondence previously signed by White House officials. Type the word COPY in the upper left-hand corner of each copied page.

Type copies of legal documents and other *verbatim* papers exactly as written. When copying routine correspondence and unofficial papers, you may correct obvious errors in spelling and punctuation.

## DATES

Date all correspondence and informal memorandums, both interoffice and for outside the White House. Type dates on documents only when requested to do so.

Usually write the date as follows:

July 22, 1983.

Write a series of dates including the days of different months thus:

July 1, 21, and August 8, 1983.

Omit the comma when you write only the month and year:

July 1983.

When a full date (month, day, and year) appears in a sentence, put a comma after the year to set it off from the text. A date with only month and day or month and year, however, is not followed by a comma.

On July 4, 1776, the representatives of the Thirteen Colonies. . . .

*but*

In July 1775 General Washington assembled the Continental. . . .

**EXCERPTS**

When only part of a letter or document is needed, the excerpted material is typed on light bond paper, with tissues as requested, in a format similar to the following:

<p><b><u>EXCERPT</u></b></p>	
	<p><b>Address</b> <b>Date</b></p>
<p><b>Salutation:</b></p>	
	<p>*****</p>
	<p>.....</p>
	<p>.....</p>
	<p>.....</p>
	<p>*****</p>
	<p><b>Signature</b></p>

## INDENTING

Use block style for correspondence and most other papers. Usually indent paragraphs in legal documents by five spaces.

Usually indent runover lines in titles by three spaces.

## NUMERALS

Spell out numbers that begin sentences.

Spell out all numbers *less than 10*, except as noted below.

Use arabic numerals for numbers *10 and over*, and for numbers expressing time, distance, money, measurement, age, decimals, percentages and percentage points.

Use arabic numerals for *all street numbers* (and for street names 10 and above):

1 State Street

8 Fourth Street

1004 121st Street

## PAGINATION

Page numbers beginning with "2" should be centered at the top of the page, without any dashes or asterisks beside them.

## PARAGRAPHING

Start a paragraph at the bottom of a page only if you have room for at least two lines on that page. Carry a paragraph onto the next page only if you can carry over at least two lines. Try to complete a paragraph on a page, especially on a press release. Don't divide the last word of a paragraph or page.

When a subject is so complex that it requires reading guides, paragraphs are sometimes subdivided, numbered and lettered. When a paragraph is subdivided, it must have at least two subdivisions. Follow the basic outline form below:

- I. The President
  - A. Cabinet Members
  - B. White House Staff
    1. Assistants to the President
    2. Special Assistants to the President
      - a. Consumer Affairs
      - b. Administration
        - (1) Operating Units
          - (a) Records Management
          - (b) Presidential Correspondence
- II. The Supreme Court  
*etc.*

## PUNCTUATION

### I. Apostrophe:

Veterans' Affairs, veterans' benefits.

*but*

Veterans Administration

NOTE: Place an apostrophe *and* "s" to form the possessive of singular *proper* nouns ending in an "s" sound, except for Moses, Jesus, and polysyllabic Greek names. Nouns that are not proper nouns which end in an "s" sound take only an apostrophe.

Dickens's *Little Dorrit*

CBS's latest news bulletin

*but*

Archimedes' laws

for righteousness' sake

### II. Comma: the use of a final comma in a series is optional but should be consistent within one piece of correspondence:

red, white, and blue *or* red, white and blue

### III. Hyphen (see also Word Division): unit modifiers are not hyphenated unless the addition of a hyphen improves clarity:

wood-burning stove

English-speaking students

*but*

solar energy plan

per capita expenditures

NOTE: Hyphenate unit modifiers made up of words like well, best, little, and ill when they precede the noun but not when they follow it and not if they are modified by an adverb. Always hyphenate compounds with the word "all."

A well-known executive

An all-inclusive deal

*but*

An executive who was well known

A deal that was all-inclusive

A very well written play

Also, do not hyphenate a phrase with elect if it has more than one word:

senator-elect

*but*

attorney general elect

## REWRITES

When correspondence is rewritten, the date is almost always made current. The initials of the first typist are replaced by those of the second.

Occasionally you may backdate Presidential correspondence. For example, backdate a rewritten Presidential-signature letter if the President is away from Washington on the current date. In this case, the second typist still replaces the initials of the first typist.

## SECURITY

Exercise extreme caution at all times to avoid revealing classified information, except through official channels. Classified material must never be placed in waste baskets. Releases, speech drafts, Cabinet papers, official documents, and so forth, and the carbons, carbon ribbons, or carbon copies of each are considered CLASSIFIED until the information is released by the White House. They must be disposed of by burning.

Replies to routine mail and the carbons and carbon copies of those replies may be discarded in waste baskets.

## TITLES OF PUBLICATIONS

Underline titles of books and periodicals; newspapers; encyclopedias; major poems and essays; plays; full-length films; paintings, sculptures, and other pieces of art; long musical works such as operas and symphonies unless the title designates a musical form with a number or key—in this case use no markings.

Place in quotation marks parts of books (chapters, sections, etc.); articles in newspapers, periodicals, and encyclopedias; shorter essays and poems; short subject films; television and radio programs; unpublished works; songs and short musical compositions.

The American Political Tradition

"What Price Energy?" in last week's Newsweek

Prelude in E Minor

Rhapsody in Blue

PBS's "Washington Week in Review."

## TITLES OMITTED FROM REPLIES

When replying to a person whose incoming letter is not available, omit the person's position title on the address. The person's position may have changed since the White House last corresponded with him or her.

## WORD DIVISION (See also Punctuation)

Avoid dividing:

Words at the ends of more than two consecutive lines.

Words that would have one or two letters at the end or start of a line.

Words that end paragraphs or pages.

A person's name before the middle initial.

A unit of money or a number at the end of a line.

Avoid splitting a term such as "\$20 million" at the end of a line, for fear of misreading.

## PRESIDENTIAL CORRESPONDENCE

Letters and memorandums prepared for the President's signature differ in several respects from other forms of White House correspondence. This section details the distinctive appearance of Presidential correspondence in style and forms of address.

Only the President signs azure stationery. No one else is to use it.

### Address

Follow the "Forms of Address" section of this Manual.

The inside addresses should take up as few lines as necessary to specify the party who is to receive the letter. In most cases this means the name, street address, city/state/zip code. Don't abbreviate states in the addresses on Presidential responses. When writing to individuals in their capacity as officers of organizations, you should include titles and names of organizations. If titles or names are short, you may combine them on a single line. Suite numbers and apartment numbers can appear on the envelopes. If a letter is to be sent in care of a second party, that information should appear on only the envelope or mailing label. In some of these cases, an inside address is unnecessary.

### Salutation

If you don't know a form of address, the following offices may be of assistance:

Heads of state of foreign nations: Check with Central Reference (x2590).

Congressional: Check with Congressional Liaison (x7500) or with the Correspondence Staff (x2304)

Personal friends of the President: Check with Central Reference (x2590) for the preferred salutation (is it "Jim" or "James"?)

### Signature

At least seven lines are left for the President's signature. His name and title are never typed on the letter.

### Date

Center the date at the top of the page, as in staff correspondence. On all documents signed by the President, type the date only when requested, and never before signature. (See "Documents" section.)

Keep all parts of a date on the same line within the text.

### Postscripts

P.S. A typed postscript may run over one line. In such cases, succeeding lines should be blocked with the message itself, not with the left-hand margin of the letter. This guideline illustrates the point.

### Hyphenation

Avoid hyphens as much as possible in Presidential correspondence.

### Proper Names

Keep all parts of proper names on the same line within the text.

**Organizations**

Try to keep the name of an organization on one line within the text.

**Margins**

Margins should be wide, for framing purposes. Other aspects of Presidential correspondence follow the guidelines of staff letters.

**Summary**

The preceding information is merely for guidance; your common sense should prevail in application. The letter should have an attractive, balanced appearance.



**THE WHITE HOUSE  
WASHINGTON**

**December 7, 1984 (centered)**

**Dear (first or last name):**

**This letter is on azure stationery, which is reserved for use by the President. Azure stationery comes in two sizes. The small size is shown here.**

**Single space the letter. Use balanced, wide margins (for framing purposes). Avoid erasures or correction tape.**

**Always use a letterex set of carbons and follow any individual office requirement.**

**Allow at least seven lines for the President's signature. Don't type the President's name or title below the signature area.**

**Sincerely,  
(Type "S" several spaces to the  
left of center)**

**Name  
Address  
City, State Zip**

**Enclosure: Description (word "Enclosure"  
and its description on ccs only)**

**RR:ab:cd (on carbons only)**

8 3/4"

6 3/4"



THE WHITE HOUSE  
WASHINGTON

December 7, 1984 (centered)

Dear (first or last name):

This letter is on azure stationery, which is reserved for use by the President. Azure stationery comes in two sizes. The large size is shown here.

Single space the letter. Use balanced wide margins (for framing purposes). Avoid erasures or correction tape.

Always use a letterex set of carbons and follow any individual office requirement.

Allow at least seven lines for the President's signature. Don't type the President's name or title below the signature area.

Sincerely,  
(Type "S" several spaces to the  
left of center)

Name  
Address  
City, State Zip

10 5/8"

7"

SAMPLE "PRESIDENTIAL" (large size)

SAMPLES OF "PRESIDENTIAL" ENVELOPES

THE WHITE HOUSE

4 3/4"

7 1/4"

THE WHITE HOUSE

3 3/4"

7 1/4"

**MEMORANDUM FROM THE PRESIDENT TO  
HEADS OF DEPARTMENTS AND AGENCIES**

**THE WHITE HOUSE  
WASHINGTON**

**Date  
(centered)**

**MEMORANDUM FOR THE HEADS OF  
DEPARTMENTS AND AGENCIES**

**OR**

**MEMORANDUM FOR THE HEADS OF  
EXECUTIVE DEPARTMENTS AND AGENCIES \***

Type ONE memorandum and, after signature, make photo copies for transmittal to individual heads of departments and agencies.

11"

\* Use these words when the memorandum applies to the departments and agencies of the Executive Branch only.

8 1/2"

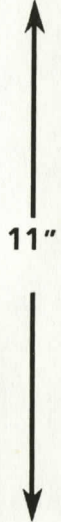
MEMORANDUM FROM THE PRESIDENT  
TO MEMBERS OF THE CABINET

THE WHITE HOUSE  
WASHINGTON

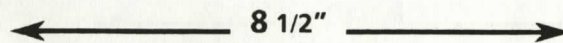
Date  
(centered)

MEMORANDUM FOR THE SECRETARY OF STATE  
THE SECRETARY OF THE TREASURY  
THE SECRETARY OF DEFENSE  
ETC.

Type ONE memorandum and, after signature, make photo copies  
for transmittal to individual addressees.



11"



8 1/2"

**SAMPLE IDENTICAL LETTERS  
(or Letter of Transmittal)**

**THE WHITE HOUSE  
WASHINGTON**

**Date  
(centered)**

**Dear Mr. Speaker: (Dear Mr. President:)**

Sometimes the President sends letters addressed to the Speaker of the House of Representatives and to the President of the Senate (who is the Vice President). These letters are identical, except for the salutation and address.

Type the letters so they are block style, single spaced and balanced margins. Use a letterex set of carbons according to individual office preference.

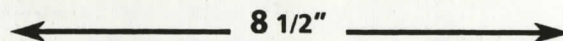
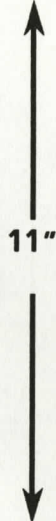
**NOTE:** Use this same format when addressing either the Speaker of the House or the President of the Senate separately.

Sincerely,

*(allow 7 lines)*

***on one Letter:***  
The Honorable *(insert name)*  
Speaker of the  
House of Representatives  
Washington, DC 20515

***the other Letter:***  
The Honorable *(insert name)*  
President of the Senate  
Washington, DC 20510



# PERSONAL USE OF LETTERHEAD AND POSTAGE

Don't use White House stationery and postage for personal correspondence. Only the President uses the azure stationery.

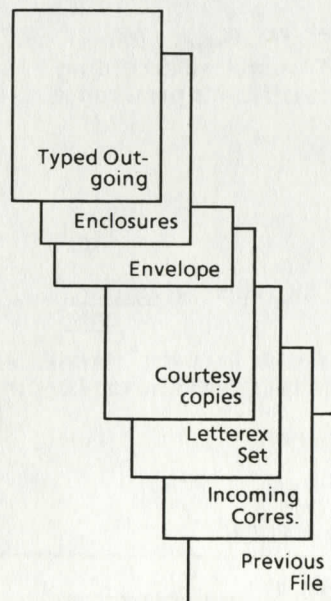
## ORDER OF ASSEMBLING CORRESPONDENCE

1. Typed outgoing correspondence  
(if more than one page, signature page on top)
2. Enclosures, if any
3. Envelope  
(or label, if enclosures are being sent)
4. Courtesy copies (if any) and envelope for courtesy copy
5. Letterex set  
(carbon copies of outgoing letter—sometimes called “rainbow” or “paper sets”)
6. Incoming correspondence
7. Previous file

Assemble Presidentials in the same way.

Two exceptions:

- (1) Use a folded slip to protect the letter from paper clip marking;
- (2) Reverse top carbon.



**SAMPLE LETTER-STAFF OFFICIALS  
(Small Stationery)**

**THE WHITE HOUSE  
WASHINGTON**

**Date  
(centered)**

**Dear IIII:**

This is the stationery and style most commonly used for short letters from a staff official.

Always use a letterex set of carbons ("rainbow" set) with outgoing correspondence. Additional carbons may be requested at times.

Margins should be well balanced and the letter single spaced with blocked paragraphs and as few hyphenations and corrections as possible. Date all correspondence. The usual complimentary close is "Sincerely."

Sincerely,

Staff Official's name  
Title spaced according  
to official's preference

Name  
Address  
City, State Zip

Enclosure:

ABC:DEF:ghi (OFFICIAL:DRAFTER:typist on carbons  
only)

NOTE: THE STRIPPING DESK, LOCATED IN RECORDS MANAGEMENT, HAS THE RESPONSIBILITY OF SEPARATING THE COPIES AND FILES OF OUTGOING MAIL.

↑  
9 1/4"  
↓

← 6 1/4" →

**SAMPLE LETTER – STAFF OFFICIALS**  
**(Large Stationery)**

**THE WHITE HOUSE**  
**WASHINGTON**

**Date**  
**(centered)**

**Dear //://:**

Letters from staff officials too long to be accommodated by the smaller paper should be typed on this stationery.

Always use a letterex set of carbons ("rainbow" set) with outgoing correspondence, to be separated by the Stripping Desk. Additional carbons may be requested at times.

Margins should be well balanced and the letter single-spaced, with blocked paragraphs and as few hyphenations and corrections as possible.

To quote material of two lines or less, make it part of the paragraph to which it belongs, "enclosed in quotation marks".

Sincerely,

Staff official's name  
*Title spaced according to  
official's preference*

Name  
Address  
City, State Zip

Enclosure

ABC:DEF:ghi (OFFICIAL:DRAFTER:typist on carbons only)

↑  
11"  
↓

← 8 1/2" →

**SAMPLE LETTER - STAFF OFFICIALS  
(Large Stationery - Second page)**

↑  
five lines  
↓  
2

This illustrates a second page of a staff official's letter. The page number is centered, five lines from the top of the page. No dashes or other markings should be typed beside the number.

Sincerely,

Staff official's name  
*Title spaced according to  
official's preference*

Name  
Address  
City, State Zip

Enclosure

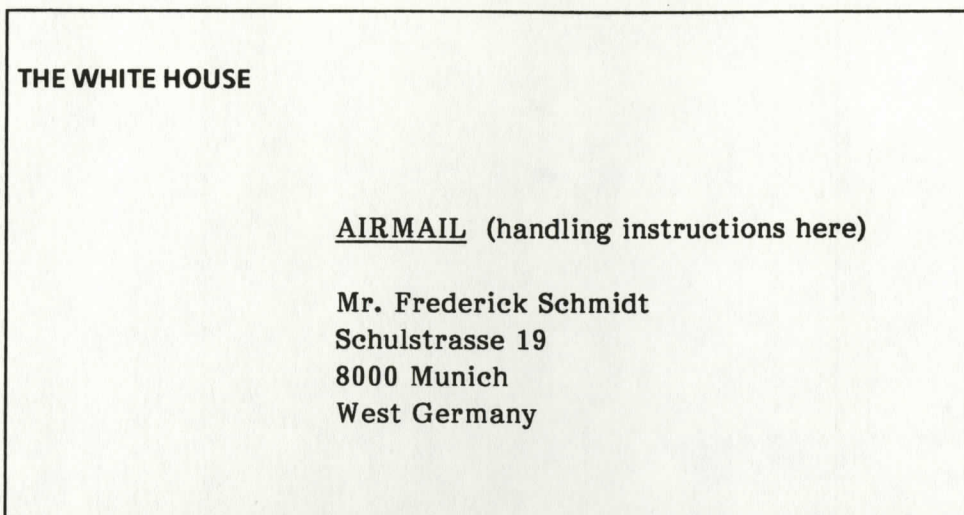
ABC:DEF:ghi (OFFICIAL:DRAFTER:typist on carbons only)

↑  
11"  
↓

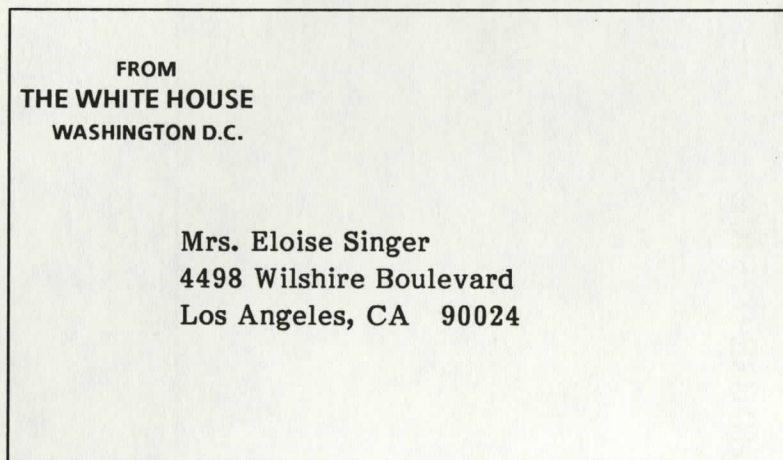
← 8 1/2" →

No. 6 ENVELOPE AND LABEL

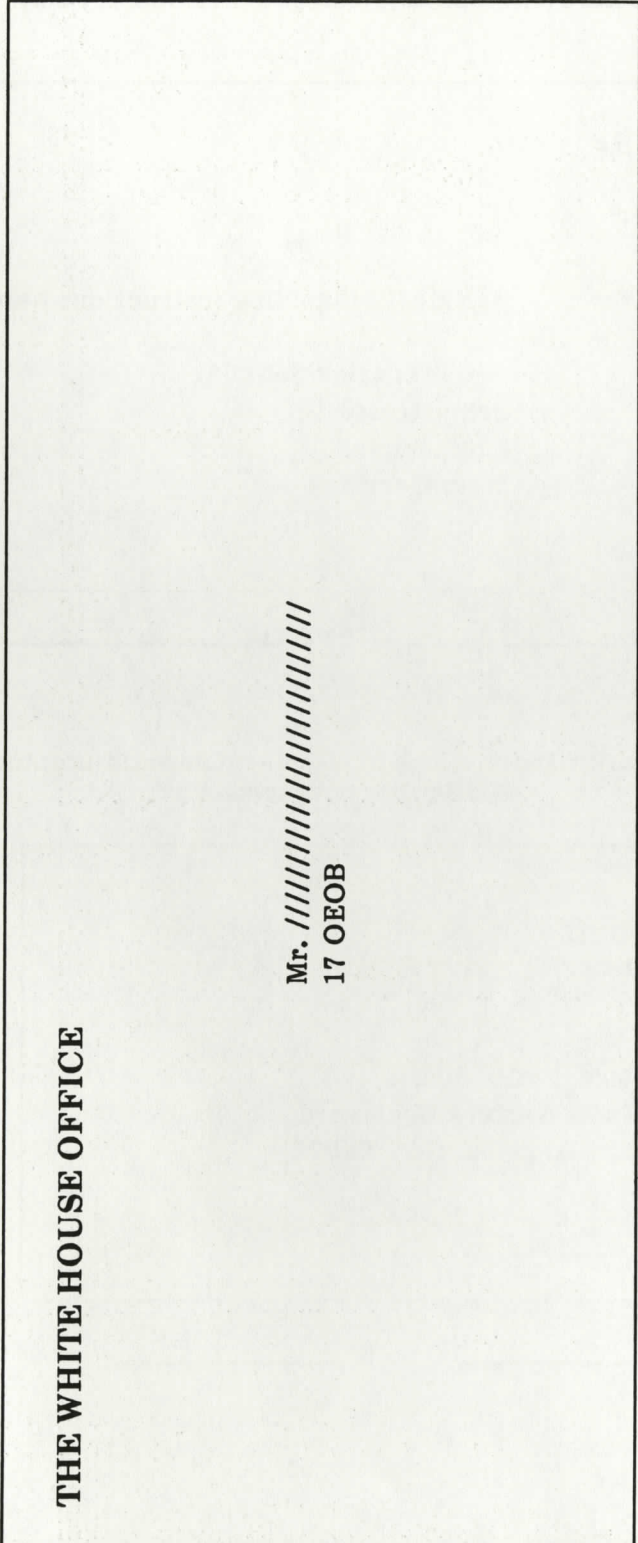
Use the No. 6 Envelope for the small staff stationery only.



Use a label and oversized envelope to accommodate enclosures too large for letter-size envelopes.



**SAMPLE ENVELOPE FOR  
INTEROFFICE COMMUNICATIONS  
MANILA ENVELOPE**



**THE WHITE HOUSE OFFICE**

Mr. ////////////////  
17 OEOB

WHITE EMBOSSED ENVELOPE

THE WHITE HOUSE OFFICE  
WASHINGTON

The Honorable ////////////////  
Secretary of Defense  
Washington, DC 20301

ADMINISTRATIVELY SENSITIVE  
(All classified notations, attention  
lines, and opening instructions appear  
on the above line)

**SAMPLE -- COURTESY COPY  
(White House Letterhead Tissue)**

**THE WHITE HOUSE  
WASHINGTON**

Date

Dear //://://:

This illustrates letterhead tissue used for courtesy copies going outside the White House. Include an addressed No. 10 envelope.

When copies of a letter are sent to other people for information, show the distribution on copies to be distributed and on the copies retained in the White House, but not on the original. "Courtesy copy" (or "carbon copy") is indicated by typing "cc:" even with the left margin, two lines below the last typed notation, and then listing the names of recipients of copies. On each copy check the name of the recipient in red pencil.

Sincerely,

Staff official's name  
Title spaced according to  
Official's preference

Name  
Address  
City, State 00000

cc:

Mr. Brown  
Mr. Jones

**Note:** Omit enclosure identification and initials of drafter and typist on courtesy copies.

SAMPLE -- INTEROFFICE MEMORANDUM

THE WHITE HOUSE

WASHINGTON

SSP

Date (centered)

SSP

**MEMORANDUM FOR**        / / / / / (All CAPS)  
                                 (DO NOT USE TITLE)  
**FROM:**                        / / / / / (All CAPS)  
**SUBJECT:**                    / / / / / (All CAPS)

Illustrated here is the basic format of an interoffice memorandum.

**Copies**                      Letterex set and any individual office requirement.

**Enclosures:**              Describe fully on carbons only.

**Initials:**                  ABC:DEF:ghi (OFFICIAL:DRAFTER: typist on carbons only).

**Envelope:**                Use manila interoffice envelope.

**cc:**                            (Put names on original if official or drafter so designates. Otherwise put names on carbons only. Check the addressee for each copy with red pencil and transmit carbon in manila White House Office envelope.

**SAMPLE MEMORANDUM  
(Outside White House)**

**THE WHITE HOUSE**

**WASHINGTON**

Date (centered)

MEMORANDUM FOR THE SECRETARY OF DEFENSE

(sample  
addressed to  
one person)

MEMORANDUM FOR: THE SECRETARY OF DEFENSE  
THE SECRETARY OF COMMERCE  
THE SECRETARY OF EDUCATION

(sample  
addressed to  
two or more)

Type memoranda going outside the White House on regular White House letterhead (large or small). Use a white letter-size envelope or a mailing label. As in all correspondence, use blocked paragraphs and single spacing.

Enclosures: Describe fully on carbons only.

Copies: Letterex set and any individual office requirement.

Signature: As on White House letters—include both name and title, beginning at the center of the page.

Follow guidelines to interoffice memoranda and regular letters for other information.

NOTE: Memoranda will not normally have a complimentary close.

Name of Staff Official  
Title

SAMPLE -- SIGNATURE MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

Date (centered)

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

Forwarded for your approval and signature is a nomination containing the names of 266 officers for promotion and original appointments in the Navy.

This nomination has been staffed by the Secretary of the Navy and approved by the Secretary of Defense.

Recommendation

That you sign the nomination attached at Tab A.

SAMPLE -- BRIEFING PAPER  
(Format)

THE WHITE HOUSE  
WASHINGTON

DATE (centered)

MEETING WITH (NAME)

(DATE)

(LOCATION)

(TIME)

FROM: (Name of Senior Staff Person responsible  
for meeting)

- I. PURPOSE  
(State purpose of meeting)
- II. BACKGROUND  
(State relevant context in which meeting arises, issues of special concern to parties, as appropriate)
- III. PARTICIPANTS  
(List)
- IV. PRESS PLAN  
(Specify press coverage: photo opportunity, no press coverage, White House photographer only, etc.)
- V. SEQUENCE OF EVENTS  
(Outline meeting agenda and President's role.)

---

Attachment: Talking points (as appropriate)  
(See attached guidance)

**(IMPORTANT NOTE:** Briefing memorandum (with 14 copies) must be delivered to the Staff Secretary by 3:00 p.m. the day before the scheduled meeting or event.)

SUGGESTED TALKING POINTS FOR MEETING WITH  
(NAME)

- Talking Points should be set off by dashes (--).
- Talking Points should be one page and double spaced.

SAMPLE -- DECISION MEMO  
(Format)

ACTION

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:"

I. ACTION-FORCING EVENT: (The nature of the event requiring or suggesting action—and the degree of flexibility associated with it)

-----

II. ANALYSIS: (Outline history, current status, possible options and impacts—financial, constituent or other public policy considerations.)

-----

III. RECOMMENDATION: (Indicate single recommendation or list options.)

-----

IV. DECISION:

——approve ——approve as amended ——reject ——no action

(If options are contained in the recommendation, indicate option (s) referred to above by placing the appropriate number (s) in the space above.)

NOTE: Where necessary, tabs may be attached to Decision Memoranda. However, as in the case of other written materials directed to the President, brevity is important. Seldom should a Decision Memorandum be longer than one or two pages, and tabs, whenever possible, should be limited to five or less.

SAMPLE -- INFORMATION MEMO  
(Format)

THE WHITE HOUSE  
WASHINGTON

Date (centered)

INFORMATION

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

- I. SUMMARY  
(Three (3) sentences or less)
- II. DISCUSSION  
(Please be concise)

---

NOTE: Information Memoranda should not raise issues for decision.

**TELEPHONE CALL RECOMMENDATION  
(Sample Format)**

**THE WHITE HOUSE**

**WASHINGTON**

**RECOMMENDED TELEPHONE CALL**

**TO:** Name and telephone number of person you recommend be called with brief identifying information only when you suspect name will be unfamiliar to the President.

**DATE:** Date the President should make the call.

**RECOMMENDED BY:** Your name and if recommendation has concurrence of another staff member, so state.

**PURPOSE:** Preferably one sentence; two at most.

**BACKGROUND:** Whatever background information you feel will be helpful to the President. Usually 3-4 short sentences will suffice to set the stage and give substance to talking points. Also, make sure that no letter has been sent by Correspondence for same purpose as the call and so indicate by stating this in the background.

**TOPICS OF DISCUSSION:**

- 1.
- 2.
3. (The specific points that you recommend be made during the conversation)
- 4.

**DATE OF SUBMISSION:**

**ACTION** \_\_\_\_\_

**SCHEDULE PROPOSAL  
(Sample Format)**

**THE WHITE HOUSE  
WASHINGTON**

**SCHEDULE PROPOSAL** (Date)

**TO:** (Staff Official's Name)  
Presidential Appointments and Scheduling

**FROM:** (Asst. to President or Office Director)

**REQUEST:** (Meeting, briefing, speech, reception, etc.)

**PURPOSE:** (Reasons why the President should honor the request; is it congruent with Administration goals or themes; what is the desired outcome?)

**BACKGROUND:** (Additional Pertinent information)

**PREVIOUS PARTICIPATION:** (The President's previous participation with this organization or individuals)

**DATE AND TIME:** (OPEN if no specific date is given)

**DURATION:** (Amount of the President's time required)

**LOCATION:**

**PARTICIPANTS:** (List attached if more than five)

**OUTLINE OF EVENT:** (Including description of the President's participation)

**REMARKS REQUIRED:** (Major speech, keynote, brief remarks, etc.)

**MEDIA COVERAGE:** (Type of media, photo coverage if any)

**RECOMMENDED BY:**

**OPPOSED BY:**

## MAILGRAMS/TELEGRAMS

Security Classification for Telegrams: If the subject matter requires that the telegram be safeguarded in the interest of national security, the classification is conspicuously stamped, typed, or marked at the upper left and lower left of each page. A "CLASSIFIED" telegram is transmitted through the White House Situation Room. Telegrams for commercial transmittal are sent via the White House Telegraph Office.

### Mailgram/Telegram Guidelines

The White House has three ways to transmit messages through the wire services:

#### TELEGRAMS

- Guarantees same day delivery
- Moves single messages going to one address only most efficiently

#### MAILGRAMS

- Preferred by U.S. Postal Service and Western Union
- Expedites large batches with the same message
- Delivered on timely basis
- Costs less than telegrams

#### NIGHT LETTERS

- Dispatches message in evening, addressee receives the following day, usually by mid-day
- Reduces costs of Full Rate Telegram

#### PREPARATION

Type the following on the White House Mailgram/Telegram form:

- (1) Date
  - (2) Check the type of service desired
  - (3) Name and address of recipient (Include Zip Code)
  - (4) Text (Double space)
  - (5) Name and phone number of the person preparing the Mailgram/Telegram
- A. When multiple address (book) Mailgrams/Telegrams are sent, as in the case when invitations go out for meetings, receptions, etc., it is imperative that complete addresses accompany the text(s), including all Zip Codes.
  - B. If the message is going out over the President's, First Lady's, or Vice President's signature, obtain the signature or initials of an authorized staff member to approve the message. Contact the Telegraph Office (2138) for a list of authorizing signatures.
  - C. Forward Mailgrams/Telegrams to the Telegraph Office (Room 87, OEOB) as soon as they have been properly prepared and approved. Avoid processing delays by sending dispatches early in the day. The Telegraph Office is open from 8:00 till midnight Monday through Friday, and from 9:00 till 5:00 on weekends and holidays.

# TELEGRAM

The White House  
Washington

FULL RATE  
(STRAIGHT TELEGRAM)   
NIGHT LETTER   
MAILGRAM

STRAIGHTWIRE - DATE

Name  
Address  
City, State

//////  
//////  
//////  
//////

SECURITY CLASSIFICATION: IF THE SUBJECT MATTER REQUIRES THAT THE TELEGRAM BE SAFEGUARDED IN THE INTEREST OF NATIONAL DEFENSE, THE SECURITY CLASSIFICATION ASSIGNED TO THE TELEGRAM IS CONSPICUOUSLY STAMPED, TYPED, OR MARKED AT THE UPPER LEFT AND LOWER LEFT OF EACH PAGE. A CLASSIFIED TELEGRAM IS TRANSMITTED THROUGH THE WHITE HOUSE SITUATION ROOM. TELEGRAMS FOR COMMERCIAL TRANSMITTAL ARE SENT VIA THE WHITE HOUSE TELEGRAPH OFFICE

Before transmission to the Telegraph Office, there must be an indication by the sending office of approval for dispatch (see bottom of form). The telegram should be sent the most economical way consistent with the message reaching the addressee on time. Unless specific service is indicated, the message will be sent Straight Telegram. If the message is going out of the country it will go by cablegram or radiogram which is determined by the Telegraph Office.

Use block style, double space, triple between paragraphs, 1 letterex set. If the telegram is from the President, his name should be typed 2 lines below the text, without title. If the telegram is from a staff official, type his name and title.

For BOOK TELEGRAMS (same message going to more than one person) list names and addresses in a double column, 2 lines below signature; 1 letterex set only for file purposes.

initials of typist

**APPROVED FOR DISPATCH**

# CLASSIFIED MATERIAL

## General:

The security classification and declassification of each document prepared in the White House are governed by Executive Order 12356 (4/6/82). The number of persons authorized to classify information originally is limited. Should an employee originate information which he believes to require classification on the basis of national security, he shall protect that information with appropriate safeguards, and shall seek the guidance of the Counsel to the President, who will provide a determination as to whether classification is necessary and the required level of any classification.

Whenever classified information or material is incorporated in another document or other material by any person other than the original classifier, the previously assigned security classification category shall be reflected thereon together with the identity of the original classifier.

## Marking Requirements:

When the subject matter requires that a letter or a memorandum be safeguarded in the interest of national defense, the security classification assigned to the letter—CONFIDENTIAL, SECRET, or TOP SECRET—is conspicuously stamped, typed, or marked at the upper left and lower left of each page.

While the above should also be applied when using EYES ONLY, SENSITIVE, etc., these terms are to be used sparingly. Such terms have no legal significance in determining when release of information may be appropriate, but instead indicate the manner in which such materials are to be handled by the recipient of the material.

- a. **When Document or Other Material Is Prepared.** At the time of origination, each document or other material containing classified information shall be marked with its assigned security classification and the originator of the classification, and declassification date or event. Specific questions concerning classification of documents should be referred to the staff secretary of the National Security Council Staff.
- b. **Overall and Page Marking of Documents.** The overall classification of a document, whether or not permanently bound, or any copy or reproduction thereof, shall be conspicuously marked or stamped at the top and bottom of the outside of the front cover (if any), on the title page (if any), on the first page, on the back page and on the outside of the back cover (if any). Each interior page of a document which is not permanently bound shall be conspicuously marked or stamped at the top and bottom according to its own content, including the designation "Unclassified" when appropriate.
- c. **Paragraph Marking.** Whenever a classified document contains either more than one security classification category or unclassified information, each section, part or paragraph should be marked to the extent practicable to show its classification category or that it is unclassified.
- d. **Material Other than Documents.** If classified material cannot be marked, written notification of the information otherwise required in markings shall accompany such material.

- e. **Transmittal Documents.** A transmittal document shall carry on it a prominent notation as to the highest classification of the information which is carried with it, and a legend showing the classification, if any, of the transmittal document standing alone.

**Envelopes:**

Classified material shall be enclosed in opaque inner and outer covers. The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned classification and address. See example. The outer cover shall be sealed and addressed with no indication of the classification of its contents. A receipt (see below) shall be attached to or enclosed in the inner cover.

**Handling:**

- a. **Transmission.** If letters marked SECRET are dispatched through postal channels, they must be sent by United States REGISTERED mail and must remain within the continental United States or Canada. CONFIDENTIAL letters placed in the mail must go by United States REGISTERED, CERTIFIED, or FIRST-CLASS mail within the continental United States or Canada. Office policy within the White House may require, however, that much of the CONFIDENTIAL and SECRET mail be delivered BY HAND. TOP SECRET material is always delivered BY HAND. A classified TELEGRAM is transmitted through the White House Situation Room. Telegrams for commercial transmittal are sent via the White House Telegraph Office.
- b. **Receipts.** Receipt forms accompany all classified mail. See examples.
- (1) **Classified material receipt.** The classified material receipt is prepared in duplicate. When classified material is sent by registered mail, the registry number is obtained in advance from the White House Mail Room and then is typed on the receipt. If registered mail is not used, a control number established by the originating office is shown in the block indicated for the number. The description required by the form must not reveal classified information. The original of the form is retained in the suspense file of the originating office. The yellow copy is enclosed in the inner cover, for the addressee to sign and return to the White House. When the signed receipt is received by the originator, the form retained in the suspense file is destroyed.
  - (2) **Messenger receipt.** Classified mail handled by a messenger requires a messenger receipt. A single copy is prepared and attached to the outer envelope. The messenger obtains the addressee's signature at the time of delivery and returns the receipt to the originator of the classified material.

**Note:** Any questions as to the appropriate markings and other matters of form should be referred to the Legal Counsel's Office or the staff secretary of the National Security Council staff.

## **SAFEGUARDING CLASSIFIED AND SENSITIVE INFORMATION**

Each staff office must establish adequate internal procedures to ensure that classified and sensitive documents and related materials are protected at all times. A specific person in each office should be given this responsibility, but it should be made clear that the last person in an office assumes the responsibility for the security of classified material.

The U.S. Secret Service Uniformed Division conducts a thorough after-hours security inspection of each staff office in the White House and Executive Office Building (EOB) on a nightly basis. Their authority to inspect extends to all exposed classified or sensitive documents as well as to all other related materials not properly secured. Classified material should never be left unattended on desks. When an office is closed or unattended, materials should be locked in a secure cabinet. In the event of a serious security violation a formal report will be filed with the office concerned.

Classified and sensitive materials to be destroyed should be separated from other office trash and waste materials and placed in a specific container designated for this purpose. Paper bags marked "BURN" are available from the White House Supply Room and can be ordered along with other office supplies. Burnbags are collected under USSS/UD supervision and are disposed of in the secure macerator located in the EOB. Since the macerator has a limited capacity, all nonclassified and nonsensitive waste materials are collected and disposed of by the regular GSA sanitation force.

The above provisions do not apply to the Situation Room since, because of the volume, separate disposal procedures are required.

**CLASSIFIED MATERIAL RECEIPT  
(Enclosed in inner envelope)**

RETURN THIS RECEIPT IMMEDIATELY TO	REGISTRY NO		
UNCLASSIFIED DESCRIPTION (Serial No. File No., Subject)	DATE		
	ENCLOSURES		
ADDRESSEE			
<p align="center">NOTE: — This sheet to be retained in Originator's suspense file until receipt has been signed and returned; then this sheet should be destroyed</p>			
TITLE			
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">CLASSIFIED MATERIAL RECEIPT</td> <td style="width: 40%; border: none; text-align: right;">16-88317A-1 GPO</td> </tr> </table>		CLASSIFIED MATERIAL RECEIPT	16-88317A-1 GPO
CLASSIFIED MATERIAL RECEIPT	16-88317A-1 GPO		

**MESSENGER RECEIPT  
(Attached to outer envelope)**

<b>EXECUTIVE OFFICE OF THE PRESIDENT</b> Office of Administration  <b>SPECIAL MAIL DELIVERY</b>	
To: _____ Agency: _____ Bldg: _____ Room No.: _____ Street Address: _____	<b>DESIRED DELIVERY</b>  TIME*: _____ (date) _____ (am) _____ (pm)
*ASAP means next scheduled delivery.	
From: _____ Date: _____ Ext: _____ Room No.: _____ Time: _____	
Special instructions for late deliveries: _____ (Over)	

# FORMS OF ADDRESS

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## INTRODUCTION TO FORMS OF ADDRESS

The examples of addresses given in this section are for guidance in preparing both general and Presidential correspondence. Salutations shown are for general usage. For Presidential salutations, see Page 11.

Personal judgment is needed in adapting the forms shown here to the many people and positions that could not be included in the lists.

Titles are flexible in their use; for example, the customary title "The Honorable" may be replaced by another such as "General," "Dr." or "His Excellency."

All Presidential appointees and Federal and State elective officials are addressed as "The Honorable." As a rule, county and city officials, with the exception of mayors and presidents of city councils are not addressed as "The Honorable." Central Reference (x2579) or Records Office (x2226) can answer whether an individual should be addressed as "The Honorable."

A person once entitled to be addressed as "Judge," "General," "The Honorable," "His Excellency," or a similar distinctive title, may retain the title throughout his or her lifetime. The personal preference of those no longer holding distinctive positions is the guide to use of titles.

In salutations to persons in positions that may be held by men or by women, only the title "Mr." is shown in the examples given here. When a woman occupies the position, substitute "Madam" for "Mr." before such formal terms as "President," "Vice President," "Chairman," "Secretary," "Ambassador," and "Minister." The title "Miss," or "Mrs." is substituted for "Mr." when the name rather than a formal title follows. Use "Ms." if the woman's marital status is unknown or if she has shown a preference for that title.

The complimentary close is "Sincerely" unless otherwise indicated.

For specific guidance regarding salutations for foreign officials, high-level ecclesiastical officials, and so forth, check with the Correspondence Typing Unit.

Addressee	Address on Letter and Envelope	Salutation
-----------	-----------------------------------	------------

**THE PRESIDENT AND THE PRESIDENT'S WIFE**

The President (formal)	The President The White House Washington, D.C. 20500	Dear Mr. President:
The President (informal)	The Honorable ... .. The President of the United States Washington, D.C. 20500	Dear Mr. President:
The President and Wife	The President and Mrs. ... The White House Washington, D.C. 20500	Dear Mr. President and Mrs. ....:
Wife of the President	Mrs. ... .. The White House Washington, D.C. 20500	Dear Mrs. ....:
Former President	The Honorable ... .. (address)	Dear Mr. ....:
Former President and Wife	The Honorable and Mrs. ... .. (address)	Dear Mr. and Mrs. ....:

**THE PRESIDENT'S STAFF**

Presidential Appointee	The Honorable ... .. (Title) The White House Washington, D.C. 20500	Dear Mr. ....:
Non-Appointed Staff Member	Mr. ... .. (Title) The White House Washington, D.C. 20500	Dear Mr. ....:

Addressee	Address on Letter and Envelope	Salutation
-----------	-----------------------------------	------------

**THE VICE PRESIDENT AND THE VICE PRESIDENT'S WIFE**

The Vice President (formal)	The Vice President United States Senate Washington, D.C. 20510	Dear Mr. Vice President:
The Vice President (informal)	The Honorable ... .. The Vice President of the United States Washington, D.C.	Dear Mr. Vice President:
*President of the Senate	The Honorable ... .. President of the Senate Washington, D.C.	Dear Mr. President:
The Vice President and Wife	The Vice President and Mrs. ... (address)	Dear Mr. Vice President and Mrs. ....:
Wife of the Vice President	Mrs. ... .. (address)	Dear Mrs. ....:
Former Vice President	The Honorable ... .. (address)	Dear Mr. ....:
Former Vice President and Wife	The Honorable and Mrs. ... .. (address)	Dear Mr. and Mrs. ....:

---

\* The Vice President is the President of the Senate.

Addressee	Address on Letter and Envelope	Salutation
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**THE FEDERAL JUDICIARY**

**SUPREME COURT OF THE UNITED STATES**

The Chief Justice	The Honorable ... .. The Chief Justice of the United States Washington, D.C. 20543	Dear Mr. Chief Justice:
Wife of the Chief Justice	Mrs. ... .. (address)	Dear Mrs. ...:
Associate Justice	The Honorable ... .. Associate Justice Supreme Court of the United States Washington, D.C. 20543	Dear Mr. Justice:
Former Chief Justice	The Honorable ... .. (address)	Dear Mr. Chief Justice:
Former Justice	The Honorable ... .. (address)	Dear Mr. Justice:

**UNITED STATES COURT OF APPEALS**

Chief Judge (Numbered Circuit)	The Honorable ... .. Chief Judge United States Court of Appeals for the (Number) Circuit (City, State)	Dear Judge ...:
Chief Judge (District of Columbia Circuit)	The Honorable ... .. Chief Judge United States Court of Appeals for the District of Columbia Washington, D.C.	Dear Judge ...:
Judge (Numbered Circuit)	The Honorable ... .. Judge United States Circuit Judge for the (Number) Circuit (City, State)	Dear Judge ...:
Judge (District of Columbia Circuit)	The Honorable ... .. Judge United States Court of Appeals for the District of Columbia Washington, D.C.	Dear Judge ...:

**THE FEDERAL JUDICIARY — *Continued***

**UNITED STATES CLAIMS COURT**

Chief Judge	The Honorable ... .. Chief Judge United States Claims Court Washington, D.C. 20005	Dear Judge ...:
-------------	---	-----------------

Judge	The Honorable ... .. Judge United States Claims Court Washington, D.C. 20005	Dear Judge ...:
-------	---	-----------------

**UNITED STATES DISTRICT COURT**

Chief Judge	The Honorable ... .. Chief Judge United States District Court for the Region, if any) District of (State) (City, State)	Dear Judge ...:
-------------	--	-----------------

Judge	The Honorable ... .. United States District Judge for the Region, if any) District of (State) (City, State)	Dear Judge ...:
-------	---	-----------------

**UNITED STATES COURT OF INTERNATIONAL TRADE**

Chief Judge	The Honorable ... .. Chief Judge United States Court of International Trade New York, New York 10007	Dear Judge ...:
-------------	--	-----------------

Judge	The Honorable ... .. Judge United States Court of International Trade New York, New York 10007	Dear Judge ...:
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**NOTE:** For a Justice of a State Supreme Court, see State Government officials.  
For a Judge of a District of Columbia Court, see District of Columbia Government.

Addressee	Address on Letter and Envelope	Salutation
<b>THE CONGRESS</b>		
<b>UNITED STATES SENATE*</b>		
**President of the Senate	The Honorable ... .. President of the Senate Washington, D.C. 20510	Dear Mr. President:
President pro tempore	The Honorable ... .. President pro tempore of the Senate Washington, D.C. 20510	Dear Mr. President:
Majority Leader <i>or</i> Minority Leader	The Honorable ... .. (Majority/Minority) Leader United States Senate Washington, D.C. 20510	Dear Senator ...:
Senator (man or woman) (in Washington, D.C.)	The Honorable ... .. United States Senate Washington, D.C. 20510	Dear Senator ...:
Senator (man or woman) (away from Washington)	The Honorable ... .. United States Senator (address)	Dear Senator ...:
Senator-elect	The Honorable ... .. United States Senator-Elect (address, if given) <i>or</i> (no title) Senate Office Building Washington, D.C. 20510	Dear Mr. ...:
Former Senator (man or woman)	The Honorable ... .. (No title) (address)	Dear Senator ...:

\* The names of the Senators and Representatives, as well as their titles, are listed in the *Congressional Directory*.

\*\* The Vice President is the President of the Senate.

For Presidential forms of address, see page 11.

Addressee	Address on Letter and Envelope	Salutation
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**THE CONGRESS — Continued**

**UNITED STATES SENATE — Continued**

Chaplain of the Senate	The Reverend ... .. Chaplain of the Senate Washington, D.C. 20510	Dear (Title*) ...:
Secretary of the Senate	The Honorable ... .. Secretary of the Senate Washington, D.C. 20510	Dear Mr. ....:
Majority Secretary <i>or</i> Minority Secretary	Mr. ... .. Secretary for the (Majority/Minority) Senate Office Building Washington, D.C. 20510	Dear Mr. ....:
Administrative Assistant to a United States Senator	Mr. ... .. Administrative Assistant to the Honorable ... .. Senate Office Building Washington, D.C. 20510	Dear Mr. ....:
Secretary to a United States Senator	Mr. ... .. Secretary to the Honorable ... .. Senate Office Building Washington, D.C. 20510	Dear Mr. ....:

\* The title is "Mr.," "Dr.," and so forth, as appropriate.  
The title of "Reverend" is not used with the surname alone.

Addressee	Address on Letter and Envelope	Salutation
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**THE CONGRESS — Continued**

**UNITED STATES HOUSE OF REPRESENTATIVES**

Speaker of the House	The Honorable ... .. Speaker of the House of Representatives Washington, D.C. 20515	Dear Mr. Speaker:
Majority Leader <i>or</i> Minority Leader	The Honorable ... .. (Majority/Minority) Leader House of Representatives Washington, D.C. 20515	Dear Mr. ....: <i>or</i> Dear Congressman ....:
Representative (in Washington, D.C.)	The Honorable ... .. House of Representatives Washington, D.C. 20515	Dear Mr. ....: <i>or</i> Dear Congressman ....:
Representative (Woman)	The Honorable ... .. House of Representatives Washington, D.C. 20515	Dear Mrs./Miss/Ms. ....: <i>or</i> Dear Congresswoman ....:
Representative (Away from Washington)	The Honorable ... .. Member, United States House of Representatives (address)	Dear Mr. ....: <i>or</i> Dear Congressman ....:
Administrative Assistant to a Representative	Mr. ... .. Administrative Assistant to the Honorable ... .. (address)	Dear Mr. ....:
Resident Commissioner from Puerto Rico	The Honorable ... .. Resident Commissioner from Puerto Rico House of Representatives Washington, D.C. 20515	Dear Commissioner:
Representative-elect	The Honorable ... .. United States Representative-Elect (address, if given) <i>or</i> House Office Building Washington, D.C. 20515	Dear Mr. ....:
Former Representative	The Honorable ... .. (No title) (address)	Dear Mr. ....:

Addressee	Address on Letter and Envelope	Salutation
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**THE CONGRESS — Continued**

**UNITED STATES HOUSE OF REPRESENTATIVES — Continued**

Chaplain of the House	The Reverend ... .. Chaplain of the House of Representatives Washington, D.C. 20515	Dear (Title*) ...:
Clerk of the House	The Honorable ... .. Clerk of the House of Representatives Washington, D.C. 20515	Dear Mr. ...:
Majority Clerk <i>or</i> Minority Clerk	Mr. ... .. (Majority/Minority) Clerk House Office Building Washington, D.C. 20515	Dear Mr. ...:
Secretary to a United States Representative	Mr. ... .. Secretary to the Honorable ... .. House Office Building Washington, D.C. 20515	Dear Mr. ...:

\* The title is "Mr.," "Dr.," and so forth, as appropriate.  
The title "Reverend" is not used with the surname alone.

Addressee	Address on Letter and Envelope	Salutation
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**THE CONGRESS — Continued**

**COMMITTEES\***

Chairman (Senate or House Committee)	The Honorable ... .. Chairman Committee on ... .. (United States Senate/ House of Representatives) Washington, D.C.	Dear Mr. Chairman:( <i>formal</i> ) Dear Senator ...:( <i>informal</i> ) Dear Mr. ....:( <i>Representative</i> )
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Chairman (Senate or House Subcommittee)	The Honorable ... .. Chairman Subcommittee on ... .. (Name of parent committee) (United States Senate/ House of Representatives) Washington, D.C.	Dear Mr. Chairman:( <i>formal</i> ) Dear Senator ...:( <i>informal</i> ) Dear Mr. ....:( <i>Representative</i> )
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**JOINT COMMITTEES\***

Chairman of a Joint Committee	The Honorable ... .. Chairman Joint Committee on ... .. Congress of the United States Washington, D.C.	Dear Mr. Chairman:( <i>formal</i> ) Dear Senator ...:( <i>informal</i> ) Dear Mr. ....:( <i>Representative</i> )
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\* The names of the Standing Committees of the Senate and House of Representatives, as well as those of the Joint Congressional Committees, are listed in the *Congressional Directory*.

Addressee	Address on Letter and Envelope	Salutation
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**THE EXECUTIVE DEPARTMENTS**

**MEMBERS OF THE CABINET AND THEIR WIVES**

Members of the Cabinet  
addressed as "Secretary"

(Formal)	The Honorable ... .. The Secretary of (Department*) Washington, D.C.	Dear Mr. (or Madam) Secretary:
(Informal)	The Honorable ... .. Secretary of (Department*) Washington, D.C.	Dear Mr. (or Madam) Secretary:
Secretary and Wife	The Honorable and Mrs. ... .. Department of (name) Washington, D.C.	Dear Mr. Secretary and Mrs. ....:
Secretary and Husband	The Honorable ... .. and Mr. ... Department of (name) Washington, D.C.	Dear Madam Secretary and Mr. ....:

\* Titles for Cabinet Members:

Secretary of State  
Secretary of the Treasury  
Secretary of Defense  
The Attorney General  
Secretary of the Interior  
Secretary of Agriculture  
Secretary of Commerce

Secretary of Labor  
Secretary of Health and Human Services  
Secretary of Housing and Urban Development  
Secretary of Transportation  
Secretary of Energy  
Secretary of Education

Addressee	Address on Letter and Envelope	Salutation
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**THE EXECUTIVE DEPARTMENTS — *Continued***

**UNDER SECRETARIES  
*and*  
DEPUTY AND ASSISTANT SECRETARIES OF THE DEPARTMENTS**

Under Secretary	The Honorable ... .. Under Secretary of (Department*) Washington, D.C.	Dear Mr. ....:
Deputy Secretary	The Honorable ... .. Deputy Secretary of (Department*) Washington, D.C.	Dear Mr. ....:
Assistant Secretary	The Honorable ... .. Assistant Secretary of (Department*) Washington, D.C.	Dear Mr. ....:
Deputy Attorney General	The Honorable ... .. Deputy Attorney General Washington, D.C.	Dear Mr. ....:
Assistant Attorney General	The Honorable ... .. Assistant Attorney General Washington, D.C.	Dear Mr. ....:

\* Titles for the Under Secretaries, Deputy Secretaries, and Assistant Secretaries of the Departments:

Under/Deputy/Assistant Secretary of State  
 Under/Deputy/Assistant Secretary of the Treasury  
 Under/Deputy/Assistant Secretary of Defense  
 Under/Deputy/Assistant Secretary of the Army  
 Under/Deputy/Assistant Secretary of the Navy  
 Under/Deputy/Assistant Secretary of the Air Force  
 Under/Deputy/Assistant Secretary of the Interior  
 Under/Deputy/Assistant Secretary of Agriculture  
 Under/Deputy/Assistant Secretary of Commerce  
 Under/Deputy/Assistant Secretary of Labor  
 Under/Deputy/Assistant Secretary of Health and Human Services  
 Under/Deputy/Assistant Secretary of Housing and Urban Development  
 Under/Deputy/Assistant Secretary of Transportation  
 Under/Deputy/Assistant Secretary of Energy  
 Under/Deputy/Assistant Secretary of Education

Addressee	Address on Letter and Envelope	Salutation
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**THE EXECUTIVE DEPARTMENTS — Continued**

**OTHER OFFICIALS**

Solicitor General	The Honorable ... .. Solicitor General Department of Justice Washington, D.C. 20530	Dear Mr. ....:
United States Attorney	The Honorable ... .. United States Attorney for the (Region) District of (State) (address)	Dear Mr. ....:
Assistant United States Attorney	Mr. ... .. Assistant United States Attorney for the (Region) District of (State) (address)	Dear Mr. ....:
United States Marshal	The Honorable ... .. United States Marshal for the (Region) District of (State) (address)	Dear Mr. ....:
Assistant United States Marshal	Mr. ... .. Assistant United States Marshal for the (Region) District of (State) (address)	Dear Mr. ....:
Commissioner of Internal Revenue	The Honorable ... .. Commissioner of Internal Revenue Washington, D.C. 20224	Dear Mr. ....:
Director, Federal Bureau of Investigation	The Honorable ... .. Director Federal Bureau of Investigation Washington, D.C. 20535	Dear Mr. ....:

**THE EXECUTIVE DEPARTMENTS — Continued**

**OTHER OFFICIALS — Continued**

District Director of Internal Revenue	Mr. ... .. District Director of Internal Revenue (address)	Dear Mr. ....:
Commissioner of Customs	The Honorable ... .. Commissioner of Customs (address)	Dear Mr. ....:
Postmaster (1st, 2nd and 3rd Class Offices)	The Honorable ... .. Postmaster (address)	Dear Mr. ....:
(4th Class Offices)	Mr. ... .. Postmaster (address)	Dear Mr. ....:
Other Federal Officials Not Appointed by the President	Mr. ... .. (title) (address)	Dear Mr. ....:

Addressee	Address on Letter and Envelope	Salutation
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**THE EXECUTIVE OFFICE OF THE PRESIDENT**

Director of the Office of Management and Budget	The Honorable ... .. Director Office of Management and Budget Washington, D.C. 20503	Dear Mr. ....:
Chairman Council of Economic Advisers	The Honorable ... .. Chairman Council of Economic Advisers Washington, D.C. 20506	Dear Mr. ....:
United States Trade Representative	The Honorable ... .. United States Trade Representative Washington, D.C. 20506	Dear Mr. ....:
Chairman Council on Environmental Quality	The Honorable ... .. Chairman Council on Environmental Quality Washington, D.C. 20006	Dear Mr. ....:
Director Office of Science and Technology Policy	The Honorable ... .. Director Office of Science and Technology Policy Washington, D.C. 20500	Dear Mr. ....:
Director Office of Administration	The Honorable ... .. Director Office of Administration Washington, D.C. 20500	Dear Mr. ....:
Director Office of Policy Development	The Honorable ... .. Director Office of Policy Development Washington, D.C. 20500	Dear Mr. ....:
Director National Security Council	The Honorable ... .. Director National Security Council Washington, D.C. 20500	Mr. ....

Addressee	Address on Letter and Envelope	Salutation
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**THE EXECUTIVE AND LEGISLATIVE AGENCIES**

Chairman of a Board/Commission	The Honorable ... .. Chairman (Name of Board/Commission) Washington, D.C.	Dear Mr. ....:
Member of a Board/Commission	The Honorable ... .. Member (Name of Board/Commission) Washington, D.C.	Dear Mr. ....:
Administrator of an Agency	The Honorable ... .. Administrator (Name of Agency) Washington, D.C.	Dear Mr. ....:
Administrator of an Agency (with special title)	The Honorable ... .. Administrator of Veterans' Affairs Washington, D.C.	Dear Mr. ....:
	The Honorable ... .. Administrator of General Services Washington, D.C.	Dear Mr. ....:
Director of an Agency	The Honorable ... .. Director (Name of Agency) Washington, D.C.	Dear Mr. ....:
Public Printer	The Honorable ... .. Public Printer Washington, D.C. 20401	Dear Mr. ....:
Comptroller General	The Honorable ... .. Comptroller General of the United States Washington, D.C. 20548	Dear Mr. ....:
Librarian of Congress	The Honorable ... .. Librarian of Congress Washington, D.C. 20540	Dear Mr. ....:

Addressee	Address on Letter and Envelope	Salutation
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**AMERICAN AMBASSADORS, MINISTERS, ETC.**

NOTE: Letters to diplomatic officials who are out of the country usually are sent to the Department of State (through its Executive Secretariat) for transmittal in diplomatic pouch.

American Ambassador	The Honorable ... .. American Ambassador (City)	Dear Mr. Ambassador:
American Ambassador (Woman—married or single)	The Honorable ... .. American Ambassador (City)	Dear Madam Ambassador: <i>(formal) or</i> Dear Miss ...: <i>or</i> Dear Mrs. ...: <i>(informal)</i>
Ambassador and Wife (when in the Embassy)	The Honorable The American Ambassador and Mrs. ... (City)	Dear Mr. Ambassador and Mrs. ...:
Ambassador and Wife (away from Embassy)	The Honorable The American Ambassador and Mrs. ... (address)	Dear Mr. Ambassador and Mrs. ...:
American Ambassador (with military rank)	(Full rank) ... .. American Ambassador (City)	Dear Mr. Ambassador: <i>or</i> Dear (rank) ...:
Former American Ambassador	The Honorable ... .. (address)	Dear Ambassador ...: <i>or</i> Dear Mr. ...:
Personal (Special) Representative	The Honorable ... .. Personal Representative of the President of the United States of America to ... (address)	Dear Mr. ...:
American Minister	The Honorable ... .. American Minister (City)	Dear Mr. Minister:
American Minister (with military rank)	(Full rank) ... .. American Minister (City)	Dear Mr. Minister: <i>or</i> Dear (rank) ...:
American Consul General	... .., Esquire American Consul General (City)	Dear Mr. ...:

Addressee	Address on Letter and Envelope	Salutation
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**ORGANIZATION OF AMERICAN STATES**

Secretary General	The Honorable* ... .. Secretary General of the Organization of American States Pan American Union Washington, D.C. 20006	Dear Mr. Secretary General:
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Assistant Secretary General	The Honorable ... .. Assistant Secretary General of the Organization of American States Pan American Union Washington, D.C. 20006	Dear Mr. (Dr.) ...:
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Permanent Representative of the United States of America to the Organization of American States	The Honorable ... .. United States Representative on the Council of the Organization of American States Department of State Washington, D.C. 20520	Dear Mr. Ambassador:
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\* The Secretary General is addressed as "The Honorable" unless he is entitled to "His Excellency" by reason of a position previously held.

**INTERNATIONAL ORGANIZATIONS**

**UNITED NATIONS**

Communications to the United Nations are addressed to the United States Representative to the United Nations, through the Department of State. Exceptions which are sent directly to the United States Representative include: those intended for the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session). Direct communication with the United Nations is inappropriate unless exceptions arise. When it is necessary, the communication should be sent to the Secretary General of the United Nations through the United States Representative by means of a covering letter.

Secretary General of the United Nations	His Excellency ... .. Secretary General of the United Nations United Nations, New York 10017	Dear Mr. Secretary General:
Under Secretary of the United Nations	The Honorable* ... .. Under Secretary of the United Nations United Nations, New York 10017	Dear Mr. (Dr.) ...:
United States Representative to the United Nations	The Honorable ... .. Representative of the United States of America to the United Nations	Dear Mr. Ambassador:
Chairman, United States Delegation to the United Nations Military Staff Committee	The Honorable ... .. Chairman, United States Delegation United Nations Military Staff Committee United Nations Mission to the United Nations New York, New York 10017	Dear Mr. Chairman: <i>or</i> Dear (rank) ...: <i>or</i> Dear Mr. (Dr.) ...:

\* Use "His Excellency" only by reason of a position previously held.

**INTERNATIONAL ORGANIZATIONS — Continued**

**UNITED NATIONS — Continued**

Senior Representative of the United States to the General Assembly of the United Nations	The Honorable ... .. Senior Representative of the United States to the General Assembly of the United Nations New York, New York 10017	Dear Mr. (Dr.) ...:
Senior Military Adviser to the United States Delegation to the United Nations General Assembly	(Full rank) ... .. Senior Military Adviser United States Delegation to the United Nations General Assembly New York, New York 10017	Dear (rank) ...:
Representative of the United States of America on the Economic and Social Council of the United Nations	The Honorable ... .. Representative of the United States of America on the Economic and Social Council of the United Nations New York, New York 10017	Dear Mr. Ambassador:
Foreign Representative to the United Nations with the rank of Ambassador	His Excellency ... .. Representative of (country) to the United Nations (address)	Dear Mr. Ambassador:

**INTERNATIONAL ORGANIZATIONS — Continued**

**INTERNATIONAL COMMISSIONS**

Head of United States Delegation to an International Commission	The Honorable ... .. (Title) (Name of Commission) (Address)	Dear Mr. (Dr.) ...:
International Joint Commission	(Name of Commission) (Address)	Sirs:
United States Member of an International Joint Commission	The Honorable ... .. American Commissioner (Name of Commission) (Address)	Dear Mr. Commissioner:
United States Representative on an Interim Commission	Mr. ... .. (Title) (Name of Commission) (Parent Organization, if any) (Address)	Dear Mr. (Dr.) ...:

Addressee	Address on Letter and Envelope	Salutation
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**FOREIGN OFFICIALS**

NOTE: Examples given here indicate the form of address only. For the exact names, titles, and orders, it is suggested that the Correspondence Review Staff in the Department of State be consulted.

**BRITISH**

The King	His Majesty King (Name and Roman Numeral) London, England	Your Majesty: <i>(formal)</i> <i>or</i> Dear King ...: <i>(informal)</i>
The Queen	Her Majesty Queen ... London, England	Your Majesty: <i>(formal)</i> <i>or</i> Dear Queen ...: <i>(informal)</i>
Husband of the Queen	His Royal Highness The Prince ... (Title) London, England	Sir: <i>(formal)</i> <i>or</i> Dear Prince ...: <i>(informal)</i>
Secretary of State for Foreign Affairs	The Right Honorable (Full name)* Secretary of State for Foreign Affairs London, England	Dear Mr. Secretary of State:

\* The initials of any Order, Decoration, or Honor are to follow on the same line.

Addressee	Address on Letter and Envelope	Salutation
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**FOREIGN OFFICIALS — Continued**

**BRITISH — Continued**

Prime Minister	The Right Honorable (Full name)* Prime Minister London, England	Dear Mr. Prime Minister: Dear Madam Prime Minister:
Member of the House of Lords	The Right Honorable The Earl of ... (Address)	Dear Lord ...:
Member of the House of Commons (with title)	The Right Honorable <i>(when appropriate)</i> (Full name)* (Address) <i>or</i> Sir ... ..* (Address)	Dear Sir ...:
(without title)	(Full name), Esquire, M.P. (Address)	Dear Mr. ...:
Governor General	His Excellency The Right Honorable (Full name)* Governor General of (name of country) (City)	Dear Governor General:

\* The initials of any Order, Decoration, or Honor are to follow on the same line.

Addressee	Address on Letter and Envelope	Salutation
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**FOREIGN OFFICIALS — *Continued***

**OTHER FOREIGN OFFICIALS**

King	His Majesty King (Name and Roman Numeral) (City, country)	Your Majesty: <i>(formal)</i> <i>or</i> Dear King ...: <i>(informal)</i>
Queen	Her Majesty Queen ... (City, country)	Your Majesty: <i>(formal)</i> <i>or</i> Dear Queen ...: <i>(informal)</i>
President of a Republic	His Excellency (Full name) President of (name of country) (City)	Dear Mr. President:
Premier	His Excellency (Full name) Premier of (name of country) (City)	Dear Mr. Premier:
Prime Minister*	His Excellency (Full name) Prime Minister of (name of country) (City)	Dear Mr. Prime Minister:
Minister of Foreign Affairs	His Excellency (Full name) Minister of Foreign Affairs of (name of country) (City)	Dear Mr. Minister:

\* For the British Prime Minister, see the British forms of address.

Addressee	Address on Letter and Envelope	Salutation
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**FOREIGN OFFICIALS — Continued**

**OTHER FOREIGN OFFICIALS — Continued**

Foreign Ambassador in the United States	His Excellency (Full name) Ambassador of (name of country) (Chancery address*) Washington, D.C.	Dear Mr. Ambassador:
Foreign Minister in the United States	The Honorable ... .. Minister of (name of country) (Chancery address*) Washington, D.C.	Dear Mr. Minister:
Foreign Chargé d’Affaires ad interim in the United States	Mr.** ... .. Chargé d’Affaires ad interim of (name of country) (Chancery address*) Washington, D.C.	Dear Mr. Chargé d’Affaires:

\* Include on the envelope only the Chancery address given in the “Diplomatic List” and Washington, D.C., with the zip code.

\*\* Use “The Honorable” if the Chargé d’Affaires ad interim has the personal rank of Minister Plenipotentiary.

Addressee	Address on Letter and Envelope	Salutation
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**UNITED STATES MILITARY PERSONNEL**

**JOINT CHIEFS OF STAFF**

Chairman	(General/Admiral) ... .. Chairman Joint Chiefs of Staff Washington, D.C. 20301	Dear General/Admiral ...:
Chief of Staff, U.S. Army	General ... .. Chief of Staff United States Army Washington, D.C. 20301	Dear General ...:
Chief of Naval Operations	Admiral ... .. Chief of Naval Operations Washington, D.C. 20301	Dear Admiral ...:
Chief of Staff, U.S. Air Force	General ... .. Chief of Staff United States Air Force Washington, D.C. 20301	Dear General ...:
Commandant of the Marine Corps	General ... .. Commandant of the Marine Corps Washington, D.C. 20301	Dear General ...:

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation</b>
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**MILITARY PERSONNEL**

**COMMISSIONED AND WARRANT OFFICERS**

**THE ARMY, THE AIR FORCE AND THE MARINE CORPS**

General Lieutenant General Major General Brigadier General	(Rank, name, service designation*) (Post Office address of organization and station)	Dear General ...:
Colonel Lieutenant Colonel	(same as above)	Dear Colonel ...:
Major	(same as above)	Dear Major ...:
Captain	(same as above)	Dear Captain ...:
First Lieutenant Second Lieutenant	(same as above)	Dear Lieutenant ...:
Chief Warrant Officer Warrant Officer	(same as above)	Dear Mr. ...:
Chaplain	Chaplain ... .. (Rank and service designation*) (Post Office address of organization and station)	Dear Chaplain ...:
Retired Officer	(Rank, name, service designation*), Ret. (Address)	Dear (Rank) ...:

**THE NAVY AND THE COAST GUARD**

Admiral Vice Admiral Rear Admiral	(Rank, name, service designation*) (Post Office address of organization and station)	Dear Admiral ...:
Commodore	(same as above)	Dear Commodore...:

\* Service designations are abbreviated as follows: USA, USN, USAF, USMC, USCG.  
For Reserve Personnel: USAR, USNR, USAFR, USMCR, USCGR.

**APO/FPO Addresses** (Rank, name, service designation)  
(Service number)  
(Post Office address of  
organization and station)  
APO (or FPO) San Francisco (zip code) (state omitted)

NOTE: A list of military abbreviations begins on page 3.

**COMMISSIONED AND WARRANT OFFICERS — *Continued***

**THE NAVY AND THE COAST GUARD — *Continued***

Captain	(Rank, name, service designation*) (Post Office address of organization and station)	Dear Captain.....:
Commander Lieutenant Commander	(Same as above)	Dear Commander.....:
Lieutenant Lieutenant (jg)		Dear Lieutenant.....:
Ensign Chief Warrant Officer Warrant Officer		Dear Ensign.....: Dear Mr.....:
Chaplain	Chaplain ... .. (Rank and service designation*) (Post Office address of organization and station)	Dear Chaplain.....:
Retired Officer	(Rank, name, service designation*), Ret. (Address)	Dear Rank.....:

**ACADEMIES OF THE MILITARY SERVICE**

Cadet of U.S. Military Academy	Cadet ... .. (Address)	Dear Cadet.....:
Midshipman of U.S. Naval Academy	Midshipman ... .. (Address)	Dear Midshipman.....:
Cadet of U.S. Air Force Academy	Cadet ... .. (Address)	Dear Cadet.....:

\* Service designations are abbreviated as follows: USA USN, USAF, USMC, USCG.  
For Reserve Personnel: USAR, USNR, USAFR, USMCR, USCGR.

For military man and wife: (sample) Lieutenant jg Smith, USA, and Mrs. Smith

NOTE: A list of military abbreviations begins on page 3.

Addressee	Address on Letter and Envelope	Salutation
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**ENLISTED PERSONNEL**

**ARMY**

Sergeant Major First Sergeant	(Rank, name, service designation*) (Post Office address of organization and station)	Dear Sergeant ....:
Master Sergeant Sergeant First Class Staff Sergeant Sergeant	(Same as above)	Dear Corporal ....:
Corporal	(Same as above)	Dear Specialist ....:
Specialist 7, 6, 5 and 4 Private First Class Private	(Same as above)	Dear Private ....:

**AIR FORCE**

Chief Master Sergeant	(Rank, name, service designation*) (Post Office address of organization and station)	Dear Chief ....:
Senior Master Sergeant Master Sergeant Technical Sergeant Staff Sergeant Sergeant	(Same as above)	Dear Sergeant ....:
Senior Airman Airman First Class Airman Basic	(Same as above)	Dear Airman ....:

\* Service designations are abbreviated as follows: USA USN, USAF, USMC, USCG.  
For Reserve Personnel: USAR, USNR, USAFR, USMCR, USCGR.

NOTE: A list of military abbreviations begins on page 3.

Addressee	Address on Letter and Envelope	Salutation
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**ENLISTED PERSONNEL — Continued**

**MARINE CORPS**

Sergeant Major	(Rank, name, service designation*)	Dear Sergeant Major.....:
Master Gunnery Sergeant	(Post Office address of organization and station)	Dear Sergeant.....:
First Sergeant		
Master Sergeant		
Gunnery Sergeant		
Staff Sergeant		
Sergeant		
Corporal	(Same as above)	Dear Corporal.....:
Lance Corporal		
Private First Class	(Same as above)	Dear Private.....:
Private		

**NAVY AND COAST GUARD**

Master Chief Petty Officer	(Rate, name, service designation*)	Dear Master Chief.....:
Senior Chief Petty Officer	(Post Office address of organization and station)	Dear Senior Chief.....:
Chief Petty Officer		Dear Chief.....:
Petty Officer First Class		
Petty Officer Second Class		
Petty Officer Third Class		
Seaman		Dear Seaman.....:
Seaman Apprentice		
Seaman Recruit		

NOTE: When addressing a member of the military and his/her spouse, do not include the service designation after their names. For example: LtCol and Mrs. John Jones (when husband is in military)  
Mr. John Jones and LtCol Mary Jones (when wife is in military)

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\* Service designations are abbreviated as follows: USA USN, USAF, USMC, USCG.  
For Reserve Personnel: USAR, USNR, USAFR, USMCR, USCGR.

NOTE: A list of military abbreviations begins on page 3.

Addressee	Address on Letter and Envelope	Salutation
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**STATE GOVERNMENT OFFICIALS**

**EXECUTIVE AND JUDICIAL BRANCHES**

Governor	The Honorable ... .. Governor of (State) (State Capital and State)	Dear Governor ...:
Governor and Wife	The Honorable and Mrs. ... .. (Address)	Dear Governor and Mrs. ...:
Governor and Husband	The Honorable ... .. and Mr. ... (Address)	Dear Governor and Mr. ....:
Acting Governor	The Honorable ... .. Acting Governor of (State) (State Capital and State)	Dear Governor ...:
Lieutenant Governor	The Honorable ... .. Lieutenant Governor of (State) (State Capital and State)	Dear Lt. Governor ...:
Governor-elect	The Honorable ... .. Governor-elect of (State) (Address)	Dear Mr. ...:
Former Governor	The Honorable ... .. (No title) (Address)	Dear Governor ...:
Secretary of State	The Honorable ... .. Secretary of State *State of (State) (State Capital and State)	Dear Mr. Secretary:
Assistants	Mr. ... .. Assistant to the Honorable ... .. State Capitol City, State	Dear Mr. ...:

\* Kentucky, Massachusetts, Virginia and Pennsylvania use "Commonwealth" in place of the word "State," e.g., the Commonwealth of Kentucky.

Addressee	Address on Letter and Envelope	Salutation
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**STATE GOVERNMENT OFFICIALS — Continued**

**EXECUTIVE AND JUDICIAL BRANCHES**

Chief Justice of the Supreme Court	The Honorable ... .. Chief Justice Supreme Court of the State* of (State) (State Capital and State)	Dear Mr. Chief Justice:
Supreme Court Judge and Wife	The Honorable and Mrs. ... .. (Address)	Dear Judge and Mrs. ...:
Associate Justice	The Honorable ... .. Associate Justice Supreme Court of the State* of (State) (State Capital and State)	Dear Mr. Justice:
Superior Court Judge	The Honorable ... .. Judge Superior Court for the State* of (State) (Address)	Dear Judge ...:
Superior Court Judge and Wife	The Honorable ... .. and Mrs. ... (Address)	Dear Judge ... and Mrs. ...:
Attorney General	The Honorable ... .. Attorney General *State of (State) (State Capital and State)	Dear Mr. Attorney General:
Treasurer, Comptroller, or Auditor	The Honorable ... .. State (Treasurer, Comptroller, or Auditor) *State of (State) (State Capital and State)	Dear Mr. ...:
Chairman of a State Commission	The Honorable ... .. Commissioner (Name of Commission) (State Capital and State)	Dear Mr. ...:

\* Kentucky, Massachusetts, Virginia and Pennsylvania use "Commonwealth" in place of the word "State," e.g., the Commonwealth of Kentucky.

Addressee	Address on Letter and Envelope	Salutation
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**STATE GOVERNMENT OFFICIALS — Continued**

**STATE SENATE\*\***

President of the Senate	The Honorable ... .. President of the Senate of the State of (State) (State Capital and State)	Dear Senator ...:
State Senator	The Honorable ... .. Senator of the State of (State) (State Capital and State)	Dear Senator ...:
Secretary of the Senate	The Honorable ... .. Secretary of the Senate of the State of (State) (State Capital and State)	Dear Mr. ....:

**STATE HOUSE OF REPRESENTATIVES, ASSEMBLY, OR HOUSE OF DELEGATES\* \*\***

Speaker of the House of Representatives, Assembly, or House of Delegates	The Honorable ... .. Speaker of the (House of Representatives) (Assembly) or (House of Delegates) of the State of (State) (State Capital and State)	Dear Mr. Speaker:
State Representative, Assemblyman, or Delegate	The Honorable ... .. Member of the (House of Representatives) (Assembly) or (House of Delegates) of the State of (State) (State Capital and State)	Dear Mr. ....:
Representative or Senator (away from State Capitol)	The Honorable ... .. State Representative (or Senator) (Home address)	Dear Senator: Dear Mr. ....: ( <i>Representative</i> )
Chief Clerk	The Honorable ... .. Chief Clerk House of Representatives (Assembly) or (House of Delegates) of the State of (State) (State Capital and State)	Dear Mr. ....:

\* In most States, the lower branch of the legislature is the House of Representatives. In some States, such as California and New York, 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 classed as Senators.

\*\* Kentucky, Massachusetts, Virginia and Pennsylvania use "Commonwealth" in place of the word "State," e.g., the Commonwealth of Kentucky.

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation</b>
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**DISTRICT OF COLUMBIA GOVERNMENT**

Mayor	The Honorable ... .. Mayor of the District of Columbia Washington, D.C. 20004	Dear Mayor ...:
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Councilman	The Honorable ... .. Councilman, District of Columbia Washington, D.C. 20004	Dear Mr. ....:
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**COURTS**

**DISTRICT OF COLUMBIA COURT OF APPEALS**

Chief Judge	The Honorable ... .. Chief Judge District of Columbia Court of Appeals Washington, D.C. 20544	Dear Judge ...:
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Associate Judge	The Honorable ... .. Associate Judge District of Columbia Court of Appeals Washington, D.C. 20544	Dear Judge ...:
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<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation</b>
<b>LOCAL GOVERNMENT OFFICIALS</b>		
Mayor	The Honorable ... .. Mayor of (City) (Address)	Dear Mayor ...:
Mayor and Wife	The Honorable and Mrs. ... .. (Home address)	Dear Mayor and Mrs. ...:
Former Mayor	The Honorable ... .. (No title) (Address)	Dear Mayor ...:
President of the Board of Supervisors (or City Council, etc.)	The Honorable ... .. President of the Board of Supervisors (or City Council, etc.) (Address)	Dear Mr. ...:
Supervisor (or City Councilman, Alderman, etc.)	Mr. ... .. Supervisor (or City Councilman, Alderman, etc.) (Address)	Dear Mr. ...:
City Manager	Mr. ... .. City Manager (Address)	Dear Mr. ...:
County Manager	Mr. ... .. County Manager (Address)	Dear Mr. ...:
Magistrate	Mr. ... .. Magistrate (Address)	Dear Mr. ...:
Burgess	Mr. ... .. Burgess of (Town) (Address)	Dear Burgess ...:
Sheriff	Mr. ... .. Sheriff of (County) (Address)	Dear Sheriff ...:
Governor of an Indian Tribe	Mr. ... .. Governor (Name of Tribe) (Address)	Dear Governor ...:

Addressee	Address on Letter and Envelope	Salutation
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**LOCAL GOVERNMENT OFFICIALS — Continued**

Judge (Misc.: City, County, Probate)	The Honorable ... .. City Judge (etc.) (Address)	Dear Judge ...:
Justice of the Peace	Mr. ... .. Justice of the Peace (Address)	Dear Mr. ...:
Chief of Police	Mr. ... .. Chief of Police (Address)	Dear Chief ...:
Policeman (Lieutenant, Sergeant, Officer, etc.)	(Rank) ... .. (Address)	Dear (Rank) ...:
County Commissioner	Mr. ... .. County Commissioner (Address)	Dear Mr. ...:

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation</b>
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**POLITICAL COMMITTEES**

**NATIONAL OFFICIALS**

Chairman	The Honorable ... .. Chairman (Democratic National Committee) (Republican National Committee) Washington, D.C.	Dear Mr. ...:
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Committeeman/Committeewoman	The Honorable ... .. (Democratic/Republican) National (Committeeman/Committeewoman) Washington, D.C.	Dear Mr. ...:
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**STATE OFFICIALS**

Chairman	The Honorable ... .. Chairman (Democratic State Central Committee*) (Republican State Central Committee*) (Address)	Dear Mr. ...:
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Committeeman/Committeewoman	The Honorable ... .. (Democratic/Republican) State (Committeeman/Committeewoman) (Address)	Dear Mr. ...:
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Delegate to National Political Convention	The Honorable ... .. Delegate to the (Party) National Convention (Address)	Dear Mr. ...:
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**COUNTY AND CITY OFFICIALS**

County and city committeemen and officials are usually not addressed as "The Honorable."

\* Use title of Committee as given for that particular State. It may be:  
 (Democratic/Republican) State Central Committee  
 (Democratic/Republican) State Executive Committee  
 (Democratic/Republican) State Central and Executive Committee  
 (Democratic/Republican) State Committee  
 State (Democratic/Republican) Committee  
 (Name of State) (Democratic/Republican) Party

Addressee	Address on Letter and Envelope	Salutation
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**ECCLESIASTICAL**

**JEWISH**

Rabbi (with doctoral degree)	Rabbi ... .., (D.D., L.L.D.) (Name of synagogue or temple) (Address)	Dear Dr. (or Rabbi) ...:
Rabbi (without doctoral degree)	Rabbi ... .. (Name of synagogue or temple) (Address)	Dear Rabbi ...:
Cantor	Cantor ... .. (Address)	Dear Cantor ...:

**PROTESTANT**

Bishop (Episcopal)	The Right Reverend ... .. Bishop of (Diocese) (Address)	Dear Bishop ...:
Bishop (Methodist)	The Reverend ... .. Methodist Bishop (Address)	Dear Bishop ...:
Bishop (Mormon)	Bishop ... .. Church of Jesus Christ of Latter-day Saints (Address)	Dear Bishop ...:
Archdeacon (Episcopal)	The Venerable ... .. Archdeacon of (Diocese) (Address)	Dear Archdeacon ...:
Dean (Episcopal)	The Very Reverend ... .. Dean of (name of church) (Address)	Dear Dean ...:

Addressee	Address on Letter and Envelope	Salutation
<b>ECCLESIASTICAL — Continued</b>		
<b>PROTESTANT — Continued</b>		
Canon (Episcopal)	The Reverend ... .. Canon of (name of church or organization) (Address)	Dear Canon ...:
Vicar (Episcopal)	The Reverend ... .. Vicar of (name of church) (Address)	Dear Reverend ...:
Priest (Episcopal)	The Reverend ..... (Name of church) (Address)	Dear Father ....:
Minister, Pastor, or Rector (with doctoral degree)	The Reverend ... .., (D.D.) (Name of church) (Address)	Dear Dr. ....:
Minister, Pastor, or Rector (without doctoral degree)	The Reverend ... .. Name of church (Address)	Dear Reverend ...:
Deacon or Deaconess (Lutheran)	Brother (Sister) ... .. Deacon (Deaconess) (Address)	Dear Deacon (Deaconess):
Elder (Seventh-day Adventist)	Elder ... .. Area Director (Name of church) (Address)	Dear Elder ...:
Evangelist	Mr. ... .. Evangelist (Address)	Dear Mr. ....:

Addressee	Address on Letter and Envelope	Salutation
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**ECCLESIASTICAL — Continued**

**ROMAN CATHOLIC**

The Pope	His Holiness Pope (Name and Roman Numeral) Vatican City	Your Holiness: <i>(formal)</i> Dear Pope ...: <i>(informal)</i>
Cardinal	His Eminence (given name) Cardinal (surname) Archbishop of (Archdiocese) (Address)	Your Eminence: <i>(formal)</i> Dear Cardinal ...: <i>(informal)</i>
Archbishop	The Most Reverend ... .. Archbishop of (Archdiocese) (Address)	Your Excellency: <i>(formal)</i> Dear Archbishop ...: <i>(informal)</i>
Bishop	The Most Reverend ... .. Bishop of (Diocese) (Address)	Your Excellency: <i>(formal)</i> Dear Bishop ...: <i>(informal)</i>
Abbot	The Right Reverend ... .., (Order) Abbot of (name of Abbey) (Address)	Dear Father ...:
Monsignor*		
Domestic Prelate	The Right Reverend Monsignor ... .. (Address)	Dear Monsignor ...:
Papal Chamberlain	The Very Reverend Monsignor ... .. (Address)	Dear Monsignor ...:

\* Monsignori are addressed either as "The Right Reverend" or "The Very Reverend," depending upon whether they are Domestic Prelates or Papal Chamberlains. Consult the current *Official Catholic Directory* for correct designation. In the absence of definite information, it is always courteous to address a Monsignor as "The Right Reverend."

Addressee	Address on Letter and Envelope	Salutation
<b>ECCLESIASTICAL — Continued</b>		
<b>ROMAN CATHOLIC — Continued</b>		
Priest		
Secular (with or without doctoral degree)	The Reverend ... .. (Address)	Dear Father ...:
Religious Order (with or without doctoral degree)	The Reverend ... .., (Order) (Address)	Dear Father ...:
Brother	Brother ( <i>given name</i> ), (Order) (Address)	Dear Brother ... ( <i>given name</i> ):
Mother Superior	Reverend Mother ... .., (Order) (Address)	Dear Reverend Mother ... ( <i>given name</i> ):
*Sister	Sister ... .., (Order) (Address)	Dear Sister ... ( <i>given name</i> ):
Group of Sisters	Sisters of ... (Address)	Dear Sisters:

Note: The following forms are also correct:

Mother Mary ...	Sister Mary ...
Mother M. ...	Sister M. ...

\* When sister's address includes her family name, such as Sister Alice Elizabeth Smith, the inside address would include surname, but salutation would be: Dear Sister Alice Elizabeth:

Addressee	Address on Letter and Envelope	Salutation
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**ECCLESIASTICAL — *Continued***

**ARMENIAN ORTHODOX**

Archbishop in the U.S.	The Most Reverend ... .. Primate of the North American Diocese of the Armenian Church (Address)	Dear Archbishop ...:
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**GREEK ORTHODOX**

Patriarch	His Holiness (Name of Patriarch) (Patriarch of ...) (Address)	Your Holiness:
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Archbishop in the U.S.	The Most Reverend ... .. Archbishop of Greek Orthodox Archdiocese of North and South America (Address)	Dear Archbishop ...:
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Bishop	Most Reverend Bishop of (Name of province) (Full name of Bishop) (Address)	Dear Bishop ...:
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Priest	The Reverend ... .. (Address)	Dear Father ...:
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Addressee	Address on Letter and Envelope	Salutation
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**ECCLESIASTICAL — Continued**

**RUSSIAN ORTHODOX**

Metropolitan in the U.S.	The Most Reverend ... Archbishop of New York Metropolitan of North America The Russian Orthodox Greek Catholic Church (Address)	Dear Metropolitan ...:
Archpriest	The Right Reverend Archpriest ... .. (Russian (name of church)) (Address)	Dear Archpriest ...:
Superior	Superior of the Russian Orthodox (Name of Institution) (Address)	Dear Abbot ...: <i>or</i> Dear Abbess ...:

**SYRIAN ORTHODOX**

Archbishop in the U.S.	The Most Reverend ... .. Archbishop of the Syrian Church of Antioch in North and South America (Address)	Dear Archbishop ...:
Monsignor	The Right Reverend ... .. (Address)	Dear Monsignor ...:
Father	The Reverend ... .. (Address)	Dear Father ...:

Addressee	Address on Letter and Envelope	Salutation
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**EDUCATIONAL**

**COLLEGES AND UNIVERSITIES**

President of a University or College (with doctoral degree)	Dr. ... .. President (Name of Institution) (Address)	Dear Dr. ...:
President of a University or College (without doctoral degree)	Mr. ... .. President (Name of Institution) (Address)	Dear Mr. ...:
Chancellor	Dr. ... .. Chancellor (Name of Institution) (Address)	Dear Dr. ...:
Dean* (with doctoral degree)	Dr. ... .. Dean of the College (or School) of (subject) (Name of Institution) (Address)	Dear Dean ...:
Dean* (without doctoral degree)	Dean ... .. College (or School) of (subject) (Name of Institution) (Address)	Dear Dean ...:
Professor* (with or without doctoral degree)	Professor ... .. Department of (subject) (Name of Institution) (Address)	Dear Professor ...:
Associate or Assistant Professor	Mr./Miss/Mrs. ... .. Associate (or Assistant) Professor Department of (subject) (Name of Institution) (Address)	Dear Professor ...:

NOTE: If EMERITUS is indicated, it follows the title, e.g.:

Dr. ... ..  
Professor of (subject), Emeritus (Emerita for a woman)  
(Name of Institution)  
(Address)

\* (Title is same whether man or woman)

Addressee	Address on Letter and Envelope	Salutation
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**EDUCATIONAL — Continued**

**JUNIOR AND SENIOR HIGH SCHOOLS**

Students' names/class name given	Students of the (Number) Grade <i>or</i> Students of the (Name) Class <i>(or)</i> Students of (Course name or subject) (Name of School) (Address)	Dear Students:
Teacher's name given	Mr./Miss/Mrs. ... .. Teacher of the (Number) Grade <i>(or)</i> Teacher of the (Name) Class <i>(or)</i> Teacher of (subject) (Name of School) (Address)	Dear Mr. ....:

**ELEMENTARY SCHOOL**

Pupils' names/Class name given	Pupils of the (designated) Grade (Name of School) (Address)	Dear Girls and Boys:
Teacher's name given	Mr./Miss/Mrs. ... .. Teacher of the (designated) Grade <i>or</i> Pupils of (Mr./Miss/Mrs.) ...'s (designated) Grade Class (Name of School) (Address)	Dear Mr. ....: <i>or</i> Dear Girls and Boys: Dear Girls and Boys:

**NOTE:** Grades numbered First through Ninth are written out. Use numerals for 10th Grade and above.

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation</b>
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**ORGANIZATIONS**

**VETERANS**

<b>National Commander</b>	Mr. ... .. National Commander (Name of organization) (Address)	Dear Commander ...:
<b>Commander</b>	Commander ... .. (Name of local organization) (Name of parent organization) (Address)	Dear Commander ...:
<b>Past Commander</b>	Mr. ... .. Past Commander (Name of local organization) (Name of parent organization) (Address)	Dear Commander ...:
<b>Chaplain of Post</b>	Mr. ... .. Chaplain of Post (Name of Post) (Address)	Dear Chaplain ...:

**LABOR UNIONS**

<b>AFL-CIO President</b>	The Honorable ... .. President AFL-CIO (Address)	Dear Mr. ....:
<b>UMW President</b>	The Honorable ... .. President United Mine Workers of America (Address)	Dear Mr. ....:
<b>Local Union President, Treasurer, Secretary</b>	Mr. ... .. (Title), Local (Number) (Name of organization) (Address)	Dear Mr. ....:

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation</b>
<b>ORGANIZATIONS — Continued</b>		
<b>OTHER</b>		
American National Red Cross Chairman of the Board of Governors	The Honorable ... .. Chairman of the Board of Governors American National Red Cross Washington, D.C. 20006	Dear Mr. Chairman:
National Grange Master	The Honorabile ... .. Master The National Grange (Address)	Dear Mr. ...:
State Grange Master	Mr. ... .. Master (Name of State) State Grange (Address)	Dear Mr. ...:
Boy Scouts of America President	Mr. ... .. President Boy Scouts of America (Address)	Dear Mr. ...:
Girl Scouts of the U.S.A. President	Mrs. (Miss) ... .. President Girl Scouts of the U.S.A. (Address)	Dear Mrs. (Miss) ...:
Salvation Army National Commander	Mr. ... .. National Commander The Salvation Army (Address)	Dear Commander ...:
Division Commander	Mr. ... .. Division Commander for the (Region) Area The Salvation Army (Address)	Dear Commander ...:
Brigadier	Brigadier ... .. The Salvation Army (Address)	Dear Brigadier ...:
B'nai B'rith (National)	(Listed to give correct spelling)	

**PRIVATE CITIZENS**

(When street address/post office box number both given, the post office box number only should be used.)

**Individual**

Mr. * (Mrs.)(Miss)(Ms. **) ... ..	Dear Mr.(Mrs.) (Miss)(Ms.)...:
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**More than one signer**

Mary Allen and Jane Smith	Miss Mary Allen Miss Jane Smith (Address)	Dear Miss Allen and Miss Smith:
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John Jones Ray Smith Jack Young Bob Hart	Mr. John Jones (Address) (Include others in body of letter)	Dear Mr. Jones:
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John Smith Jack Young (when small town and 2 signatures with no street address, send two replies.)	Mr. John Smith (Address)  Mr. Jack Young (Address)	Dear Mr. Smith:  Dear Mr. Young:
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Members of an organization (No names given)	Members of (organization name) (Address)	Dear Friends:
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Members of an organization (c/o Mrs. John Allen) (Members to be brought into the body of the letter)	Mrs. John Allen (Organization Name) (Address)	Dear Mrs. Allen:
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\* Use the title Mr. when it is not known from the given name whether the addressee is a man or a woman.  
 \*\* Use the title Ms. when a woman's marital status is unknown and when she indicates preference for Ms.  
 Exception: elderly ladies of unknown marital status address as "Miss."

Addressee	Address on Letter and Envelope	Salutation
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**PRIVATE CITIZENS — Continued**

Physician, Surgeon, Osteopath, Chiropractor, etc.	... .., M.D. (or D.D.S., etc.) (Address)	Dear Dr. ....:
Medical Doctor and Wife	Dr. and Mrs. ... .. (Address)	Dear Dr. and Mrs. ....:
Medical Doctor and Husband	Mr. ... .. ... .., M.D. (or D.D.S., etc.) (Address)	Dear Mr. and Mrs. ....:
Doctor and Spouse, both doctors	... .., M.D. (or D.D.S., etc.) ... .., M.D. (or D.D.S., etc.)	Dear Doctors ....:
Ph.D.	Dr. ... .. (Address)	Dear Dr. ....:
Registered Nurse	Mr. (Miss, Mrs. Ms.) ... .. (Address)	Dear Mr. (Miss, Mrs. Ms.)...:
Lawyer	Mr. ... .. (Address)	Dear Mr. ....:

Addressee	Address on Letter and Envelope	Salutation
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**PRIVATE CITIZENS — Continued**

**Families**

The F. F. Allens	Mr. and Mrs. F. F. Allen (Address)	Dear Mr. and Mrs. Allen: (Letters addressed to husband and wife—place the woman's name first— example: "Dear Mary and John:")
The Allen Family (no first name given)	The Allen Family (Address)	Dear Friends:
Mary Lou Allen David Allen Katie Leslie	Mr. and Mrs. David Allen  (Address)	Dear Mr. and Mrs. Allen and Family:
Jim, Mary, Bill, and Tom Allen (don't know who is husband)	The Allen Family (Address)	Dear Friends:
Jim, Mary, Bill, and Tom Allen (Jim is husband)	Mr. and Mrs. Jim Allen and Family (Address)	Dear Mr. and Mrs. Allen and Family:
Mr. John Allen and Mary (Mary is daughter)	Mr. John Allen and Mary (Address)	Dear Mr. Allen and Mary:
Henry Allen Edward Allen James Allen John Allen	Messrs. Henry, Edward, James, and John Allen (Address)	Dear Messrs. Allen:
Mrs. John Smith (mentions family in letter)	Mrs. John Smith (Address) (Family should be mentioned in body of letter)	Dear Mrs. Smith:

**PRIVATE CITIZENS — *Continued***

**Children**

Girls, through high school	Miss ... .. (Address)	Dear ... (first name):
Boys, to age 13	... ..	Dear ... (first name):
Boys, age 13 through high school	Mr. ... ..	Dear ... (first name):

**NOTE:** Eagle Scouts and First Class Scouts are addressed as above, not with their Scout titles.

# DOCUMENTS

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## CITATION

A citation is a formal expression of praise which accompanies an award. The format may differ according to the type of award and the number of recipients.

STATIONERY:	The paper is provided, or specific instructions are given as to the kind of stationery to be used.
COPIES:	Original and one carbon (white tissue).
MARGIN:	Framed on the page, <i>right margin is straight</i> . The top, bottom and side margins are determined by the length of the document.
HEADING:	Typed in capital letters. Centered on page, balanced according to length of document.
TEXT:	Begin at least three lines below the heading, single space, double space between paragraphs. Paragraphs are usually blocked but may be indented if drafter so instructs. Lines are justified so that the right side is straight.
PAGE NUMBERING:	Page numbers, beginning with "2" are centered five to seven lines from top of paper. Text is continued two or three lines below page number.
SIGNATURE SPACE:	Leave at least seven lines after end of text for signature of the President. Name and title are not typed in.
PLACE:	The words THE WHITE HOUSE, followed by a comma, are typed at the left margin below the signature space six to 14 lines from the text depending on the length of the document.
DATE:	The date is omitted unless specific instructions are received to include it. When it is added, it is indented five spaces, two lines below the words THE WHITE HOUSE, using initial cap for the month, and followed by a period. Never date the document before signature.
ASSEMBLY:	Original—signature page on top Carbons—in numerical order

THE PRESIDENTIAL UNIT CITATION

TO

THE 38th AIR RESCUE SQUADRON

FOR

EXTRAORDINARY GALLANTRY

The personnel of the 38th Air Rescue Squadron distinguished themselves by extraordinary gallantry in connection with all military operations against an opposing armed force in Europe from 1 August 1964 to 31 July 1965. They repeatedly exposed themselves to hostile air and ground fire while flying planes .....

.....

.....

.....

.....

THE WHITE HOUSE,

(date when requested)

## EXECUTIVE ORDER

**STATIONERY:** Heavy bond paper, 8½" x 14"

**COPIES:** Original and one copy

**MARGIN:** 1½" left, and about 1" right

**HEADING:** EXECUTIVE ORDER is centered seven lines from top of paper; two lines below these words, center a line of seven hyphens; two lines below hyphens, center the title of the order in capital letters (if more than one line, single space).

**TEXT:** Begin three lines below title, indent each paragraph five spaces, double space text. On instructions by drafter, quotations, tabulations, etc., may be single spaced.

**PAGE NUMBERING:** Page numbers, beginning with "2" are centered five lines from top of paper. Text is continued at left margin two lines below page number.

**SIGNATURE SPACE:** Leave at least seven lines after end of text for signature of the President. The name and title are not typed in.

**PLACE:** The words THE WHITE HOUSE, followed by a comma, are typed at the left margin; below the signature, six to 14 lines from the text depending on the length of the document.

**DATE:** The date is omitted unless specific instructions are received to include it. When it is added, it is indented five spaces, two lines below the words THE WHITE HOUSE, using initial cap for the month, and followed by a period. Never date the document before signature.

**ASSEMBLY:** Original and copy  
in numerical order

↑  
*at least 1 inch*  
↓

EXECUTIVE ORDER

-----

PREPARATION, PRESENTATION, FILING,  
AND PUBLICATION OF EXECUTIVE ORDERS  
AND PROCLAMATIONS

↑  
*3 lines*  
↓

5 spaces ← By virtue of authority vested in me by the Federal Register Act

← *1 1/2 inches* (49 Stat. 500, as amended, 44 U.S.C. 301 et seq.), and as President of → *1 inch*

the United States, it is hereby ordered as follows:

1. The following regulations shall govern the preparation, presentation, filing, and publication of Executive orders and proclamations, and shall constitute §§ 1.91 through 1.97 of Chapter I of Title I of the Code of Federal Regulations:

§ 1.91 Form. Proposed Executive orders and proclamations shall be prepared in accordance with the following requirements:

(a) The order of proclamation shall be given a suitable title.

(b) The authority under which the order or proclamation is issued shall be cited in the body thereof.

(c) Punctuation, capitalization, orthography, and other matters of style shall, in general, conform to the most recent edition of the Style Manual of the United States Government Printing Office.

(d) The spelling of geographic names shall conform .....

.....

2. This order shall become effective upon publication in the Federal Register, and shall thereupon supersede Executive Order No. 7298 of February 18, 1936, entitled "Regulations Governing the Preparation, Presentation, Filing, and Distribution of Executive Orders and Proclamations".

↑  
*10 lines*  
↓

THE WHITE HOUSE,

5 spaces ← October 9, 1948.  
(date when requested)

↑  
*1 inch*  
↓

LEGAL-SIZE PAPER

## IDENTICAL LETTERS

On occasion, the President sends letters addressed to the Speaker of the House of Representatives and to the President of the Senate (who is the Vice President). These letters are identical, with the exception of the salutation and the address.

- STATIONERY:** White House letterhead, 8½" x 11"
- COPIES:** Letterex set. Two originals are required: one to the Speaker and one to the President of the Senate. Letterex set is required for each original.
- MARGIN:** 1½" left, and about 1" right
- DATE:** Centered under letterhead and two carriage returns under "Washington".
- SALUTATION:** "Dear Mr. Speaker:" and "Dear Mr. President:"
- TEXT:** Blocked style, with balanced right-hand margin. (Note: these letters can be several pages long.)
- CLOSING:** "Sincerely," two carriage returns under last line of body of letter, centered on the page.
- INSIDE ADDRESS:** Approximately 7 to 8 lines below the closing, and blocked with the left-hand margin as shown on the sample.
- ASSEMBLY:** Original—signature page on top with all other pages in numerical order; envelope behind original. Carbons in numerical order.

**Sample  
IDENTICAL LETTERS**

**THE WHITE HOUSE**

WASHINGTON

////////// (Date-Centered)

Dear Mr. Speaker: (Dear Mr. President:)

On occasion, the President sends letters addressed to the Speaker of the House of Representatives and to the President of the Senate (who is the Vice President). These letters are identical, with the exception of the salutation and the address.

The letters are typed block style, single spaced, balanced margins, letterex set of carbons plus individual office preference, allowing at least 7 lines for the President's signature.

NOTE: This same format is used when addressing either the Speaker of the House or the President of the Senate separately.

Sincerely,

The Honorable (insert name)  
Speaker of the  
House of Representatives  
Washington, D.C. 20515

and on the other

The Honorable (insert name)  
President of the Senate  
Washington, D.C. 20510

## MEMORANDUM OF DISAPPROVAL

**STATIONERY:** Heavy bond paper, 8½" by 14"

**COPIES:** Original and one copy

**MARGIN:** 1½" left, and about 1" right

**HEADING:** MEMORANDUM OF DISAPPROVAL is centered seven lines from top of paper.

**TEXT:** Begin three lines below heading, indent each paragraph five spaces, double space text.

**PAGE NUMBERING:** Page numbers, beginning with "2" are centered five lines from top of paper. Text is continued at left margin two lines below page number.

**SIGNATURE SPACE:** Leave at least seven lines after end of text for signature of the President. The name and title are not typed in.

**PLACE:** The words THE WHITE HOUSE, followed by a comma, are typed at the left margin; below the signature, six to 14 lines from the text depending on the length of the document.

**DATE:** The date is omitted unless specific instructions are received to include it. When it is added, it is indented five spaces, two lines below the words THE WHITE HOUSE, using initial cap for the month, and followed by a period. Never date before signature.

**ASSEMBLY:** Original and copy in numerical order

Sample  
**MEMORANDUM OF DISAPPROVAL**

↑  
*at least 1 inch*  
↓

MEMORANDUM OF DISAPPROVAL

↑  
*3 lines*  
↓

5 spaces ← I am withholding my approval from H. R. 1516, "For the relief of John Doe .....  
.....  
....."

The bill would waive the applicable statute of limitations and

← *1-1/2 inches* → confer jurisdiction upon the Court of Claims to hear the claims of → *1 inch* ←  
these individuals for losses of jewelry, coins, relics, and currency which were somehow included in one of four large wooden boxes delivered to the United States High Commissioner to the Philippines by the Philippine National Bank in response to the Commissioner's direction, in December 1941, that the bank deliver to him "all cash reserves, bullion, negotiable securities, and other negotiable papers held by you in trust for others." The purpose of the directive was to prevent such items from falling into the hands of the enemy who, at that moment, was invading the islands. When the property of these claimants was discovered, it was turned over to a representative of the Philippine government, who rejected suggestions of the United States Army officers that it be sent out on an American submarine. Instead, .....  
.....

Nothing in the record justifies special treatment for these claimants, particularly when it is remembered that many others filed suit against the United States in the Court of Claims for damages arising out of incidents in the Philippines during the war years and had their cases dismissed because of the expiration of the statute of limitations.

↑  
*at least 6 lines*  
↓

THE WHITE HOUSE,

5 spaces ← July 6, 1960.  
(date when requested)

↑  
*1 inch*  
↓

LEGAL-SIZE PAPER

## MESSAGE TO CONGRESS

Messages to Congress are usually addressed to the Congress of the United States. However, in some instances, a Message may be addressed only to the Senate or to the House of Representatives. Except for the address line, all Messages follow the same format.

The veto message is prepared in the same manner as other messages to Congress. It is directed to the House of Congress in which the bill was introduced. An announcement of a pocket veto is prepared as a Memorandum of Disapproval.

- STATIONERY:** Heavy bond paper, 8½" by 14"
- COPIES:** Two originals and two copies *for each original*
- MARGIN:** 1½" left, and about 1" right
- HEADING:** TO THE CONGRESS OF THE UNITED STATES:  
begins at the left margin, seven lines from the top of paper.
- TEXT:** Begin three lines below heading, indent each paragraph five spaces, double space text. If there are headings within Message, four lines before the heading and three lines after the heading are preferred.
- PAGE NUMBERING:** Page numbers, beginning with "2" are centered five lines from top of paper. Text is continued at left margin two lines below page number.
- SIGNATURE SPACE:** Leave at least seven lines after end of text for signature of the President. The name and title are not typed in.
- PLACE:** The words THE WHITE HOUSE, followed by a comma, are typed at the left margin, below the signature, six to 14 lines from the text depending on the length of the document.
- DATE:** The date is omitted unless specific instructions are received to include it. When it is added, it is indented five spaces, two lines below the words THE WHITE HOUSE, using initial cap for the month, and followed by a period. Never date before signature.
- ASSEMBLY:** Original and copy  
in numerical order

Sample  
MESSAGE TO CONGRESS

↑ at least 1 inch ↓

TO THE CONGRESS OF THE UNITED STATES:

↑ 3 lines ↓

5 spaces ← A year ago in my message to the Congress on the Mutual Security Program, I described it as both essential to our security and

← 1-1/2 inches → important to our prosperity. Pointing out that our expenditures for Mutual Security are fully as important to our National Defense as expenditures for our own forces, I stated that the Mutual Security Program is not only grounded in our deepest self-interest but springs from the idealism of the American people which is the true foundation of our greatness. It rests upon five fundamental propositions:

← 1 inch →

- (1) That peace is a matter of vital concern to all mankind;
- (2) That to keep the peace, the free world must remain defensively strong;
- (3) That the achievement of a peace which is just depends upon promoting a rate of world economic progress, particularly among the peoples of the less developed nations, which will inspire hope for fulfillment of their aspirations;
- (4) That the maintenance of the defensive .....

My recent travels impressed upon me even more strongly the fact that free men everywhere look to us, not with envy or malice but with hope and confidence that we will in the future as in the past be in the vanguard of those who believe in and will defend the right of the individual to enjoy the fruits of his labor in peace and in freedom. Together with our fellow men, we shall not fail to meet our responsibilities.

↑ at least 6 lines ↓

THE WHITE HOUSE, .

5 spaces ← February 16, 1960.  
(date when requested)

↑ 1 inch ↓

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## PRESS RELEASE

- STATIONERY:** Regular bond paper, 8½" by 14" or 8½" by 11" depending on the length of the text.
- MARGIN:** 1½" left, and about 1" right
- HEADING:** THE WHITE HOUSE is centered at the top of the page. Centered two lines below is Office of the Press Secretary followed by a solid line. One line below is the release information (For Immediate Release *or* Embargoed Until (date/time)); the release date is to the right on the same line.
- TEXT:** Begin the heading of the actual material to be released three lines below the release information line. If it is a legal document being released, indent each paragraph five spaces. Otherwise, use block paragraphs, single-spaced, double-spaced between paragraphs.
- PAGE NUMBERING:** Page numbers, beginning with "2" are centered five lines from top of paper. Text is continued at left margin two lines below page number.
- CONTINUED MARKINGS:** If the release is more than one page, the word "more" is typed in lower case at the end of each page except the last. On odd-numbered pages, also type the word "(OVER)", in solid capitals and in parentheses, two lines below "more" and on the right hand side.
- SIGNATURE:** If the material released was signed, type the name in solid capitals after the text.
- DATE:** The *date of release* should be typed in the heading of the first page, on the same line as the release information. The *date of the document being released* is typed as on the document, as is the document's place notation, if any.
- END OF RELEASE:** Pound marks (#####) are typed at the end of the release, four lines below the last typed line.

THE WHITE HOUSE  
Office of the Press Secretary

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For Immediate Release

(Date)

TO THE CONGRESS OF THE UNITED STATES:

A year ago in my message to the Congress on the Mutual Security Program, I described it as both essential to our security and important.....  
.....

RONALD REAGAN

THE WHITE HOUSE,  
(date, if provided).

# # #

## PRESIDENTIAL DETERMINATION

**STATIONERY:** White House letterhead, 8½" x 11"

**DATE:** As instructed or when signed

**FORMAT:** Requires Presidential Determination notation as shown on sample in Memorandum form to the Secretary of State, with a subject line.

**TEXT:** Begins 3 carriage returns below subject line, in blocked style.

**SIGNATURE:** Allow approximately five lines below last line of text for the President's signature.

**ASSEMBLY:** Original and copy in numerical order.

Sample  
**PRESIDENTIAL DETERMINATION**

**THE WHITE HOUSE**

WASHINGTON

(Date)

Presidential Determination  
No. \_\_\_\_\_

MEMORANDUM FOR THE SECRETARY OF STATE

SUBJECT:        ////////////////////////////////////  
                  ////////////////////////////////////

Pursuant to the authority vested in me by Section 3(a)(1) of the  
////////////////////////////////////

You are directed on my behalf to report this finding to the Congress.

## PROCLAMATION

STATIONERY:	Heavy bond paper, 8½" by 14"
COPIES:	Original and one copy
MARGIN:	1½" left, and about 1" right
HEADING:	The title of the proclamation is centered in capital letters, seven lines from top of paper, single spaced if more than one line; two lines below title a line of seven hyphens is centered; two lines below the hyphens center BY THE PRESIDENT OF THE UNITED STATES OF AMERICA; two lines below this center A PROCLAMATION
TEXT:	Begin three lines below A PROCLAMATION, indent each paragraph five spaces, double space text. On instructions by drafter, quotations, tabulations, etc., may be single spaced.
PAGE NUMBERING:	Page numbers, beginning with "2" are centered five lines from top of paper. Text is continued at left margin two lines below page number.
SIGNATURE SPACE:	Leave at least seven lines after end of text for signature of the President. Name and title are not typed in.
PLACE AND DATE:	Left out of a Proclamation because it is included in the text. Be sure to leave two <i>large</i> spaces for date and month.
ASSEMBLY:	Original and copy in numerical order

AMERICAN EDUCATION WEEK, year

- - - - -

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

In our schools and colleges rest our hopes for the future: our highest aspirations for our children, for our country and for the world.

For education brings benefits without limits. It endows men not only with the ability to make a living, but with the precious capacity to live with purpose.

It is the richest legacy this generation can bequeath to the next; upon it depends fulfillment for nation and for every American citizen.

NOW, THEREFORE, I, ///////////////, President of the United States of America, do hereby designate the period from /////////////// through ///////////////, as American Education Week.

I call upon all Americans to consider deeply the aims and goals of American education. I urge parents to acquaint themselves fully with both the problems and the promise of their schools.

IN WITNESS WHEREOF, I have hereunto set my hand this /////////////// day of ///////////////, in the year of our Lord nineteen hundred ///////////////, and of the Independence of the United States of America the one hundred ///////////////.

NOTE: Be sure to leave sufficient space for insertion of month later.

Also, The White House and date do not go on bottom of a Proclamation.

LEGAL-SIZE  
PAPER

## STATEMENT BY THE PRESIDENT

STATIONERY:	Heavy bond paper, 8½" x 14"
COPIES:	Original and one copy
MARGIN:	1½" left, and about 1" right
HEADING:	STATEMENT BY THE PRESIDENT is centered seven lines from top of paper.
TEXT:	Begin three lines below heading, indent each paragraph five spaces, double space text.
PAGE NUMBERING:	Page numbers, beginning with "2" are centered five lines from top of paper. Text is continued at left margin two lines below page number.
SIGNATURE SPACE:	Leave space for signature if desired.
PLACE AND DATE:	Omitted completely.
ASSEMBLY:	Original and copy in numerical order.

Sample  
STATEMENT BY THE PRESIDENT

at least 1 inch  
STATEMENT BY THE PRESIDENT

3 lines

5 spaces → I have today approved legislation enacted by the Congress which  
authorizes the President to determine Cuba's sugar quota for the bal-  
ance of calendar year 1960 and for the three-month period ending  
March 31, 1961. In conformity with this legislation I have signed a  
proclamation which, in the national interest, establishes the Cuban  
← 1-1/2 inches sugar quota for the balance of 1960 at 39,752 short tons, plus the sugar → 1 inch  
certified for entry prior to July 3, 1960. This represents a reduction  
of 700,000 short tons from the original 1960 Cuban quota of 3,119,655  
short tons.

This deficit will be filled by purchases from other free world  
suppliers.

The importance of the United States Government's action relating  
to sugar quota legislation makes it desirable, I believe, to set forth  
the reasons which led the Congress to authorize and the Executive to  
take this action in the national interest.

Normally about one-third of our total sugar supply comes from  
Cuba. ....  
.....  
.....

The American people will always maintain their friendly feelings  
for the people of Cuba. We look forward to the day when the Cuban  
Government will once again allow this friendship to be fully expressed  
in the relations between our two countries.

LEGAL-SIZE  
PAPER

1 inch