



How to Address Your Communications

President:	The President The White House Washington, D.C. 20500 Dear Mr. President:
U.S. Senator:	The Honorable John Doe United States Senate Washington, D.C. 20510 Dear Senator Doe:
U.S. Representative:	The Honorable Jane Doe U.S. House of Representatives Washington, D.C. 20515 Dear Ms. Doe:
Governor:	The Honorable John Doe Governor, State of _____ Executive Chambers, The Capitol Main City, Your State 00000 Dear Governor Doe:
State Senator/ Representative:	The Honorable Jane Doe State Senate/House of Representatives The Capitol Main City, Your State 00000 Dear Senator Doe:/Dear Mr./Ms. Doe:
Mayor:	The Honorable John Doe Mayor of _____ City Hall Your City, State 00000 Dear Mayor Doe:
City Councilman or Alderman:	The Honorable Jane Doe City Hall Your City, State 00000 Dear Ms. Doe: