

## Forms of Address

Person Being Addressed	Envelope Address	Salutation: Formal	Salutation: Less Formal	In Speaking
Ambassador	The Honourable (full name), American Ambassador, (city, country)	Sir ( <i>or</i> Madam)	My dear Mr ( <i>or</i> Madam)	Your Excellency <i>or</i> Mr Ambassador ( <i>or</i> Madam Ambassador)
Ambassador	His Excellency (full name), Ambassador of (country),	Sir ( <i>or</i> Madam): <i>or</i> Your Excellency	My dear Mr ( <i>or</i> Madam) Ambassador	Your Excellency <i>or</i> Mr Ambassador ( <i>or</i> Madam Ambassador)
Archbishop (Roman Catholic)	The Most Reverend (full name), Archbishop of (city) etc.	Your Excellency <i>or</i> Most Reverend Sir	Most Reverend and dear Sir	Your Excellency
Baron	The Right Honourable Lord (name)	My Lord <i>or</i> Dear Sir		Lord (name)
Baroness	The Right Honourable Baroness (name)	My Lady <i>or</i> Dear Madam		Lady (name)
Baronet	Sir (full name), Bt. <i>or</i> Bart.	Sir <i>or</i> Dear Sir		Sir (given name)
Baronet's Wife	Lady (full name)	Madam <i>or</i> My Lady		Lady (given name)
Bishop Methodist)	Bishop (full name), (city) etc	Dear Bishop (surname)		Bishop (surname)
Bishop (Protestant Episcopal)	The Right Reverend (full name), Bishop of (diocese), etc	Right Reverend and dear Sir	Dear Bishop (surname)	Bishop (surname)
Cabinet Officer of the U.S.	The Honourable (full name), Secretary of (the cabinet, <i>or</i> Postmaster General, etc)	Sir ( <i>or</i> Madam)	My dear Mr ( <i>or</i> Madam) Secretary	Mr ( <i>or</i> Madam) Secretary
Cardinal (Roman Catholic)	His Eminence (given name) Cardinal (Surname), Archbishop of (city)	Your Eminence		Your Eminence
Common Form (Man)	Mr (full name)	My dear Mr (surname) <i>or</i> My dear Sir	Dear Mr (surname)	
Common Form (Woman)	Ms (full name)	My dear Ms (surname) <i>or</i> My dear Ms	Dear Ms (surname)	
Common Form (Married Woman)	Mrs (full name)	My dear Mrs (surname) <i>or</i> My dear Mrs	Dear Mrs (surname)	
Congressman	The Honourable (full name), House of Representatives	Sir ( <i>or</i> Madam)	My dear Mr ( <i>or</i> Ms) (surname)	Mr ( <i>or</i> Ms)(surname)
Consul (American or other)	(full name), Esq., American ( <i>or</i> other) Consul, (City and country)	Sir <i>or</i> My dear Sir	My dear Consul	Mr (surname)
Doctor (of Philosophy, Medicine, Divinity, etc)	(full name), Ph.D., M.D., D.D., etc. <i>or</i> Dr. (full name)	My dear Dr. (surname) <i>or</i> My dear Sir		Dr. (surname)
Duchess	To Her Grace, the Duchess of (name)	Madam	Dear Duchess	Duchess

Duke	To His Grace, the Duke of (name)	Sir	Dear Duke	Duke
Earl	The Right Honourable The Earl of (name)	My Lord		Lord (name)
Earl's Wife	The Right Honourable Countess of (name)	My Lady		Lady (name)
Governor (of a State)	The Honourable (full name), Governor of (state)	Sir	My dear Governor (surname)	Governor (surname)
Judge (see also Supreme Court)	The Honourable (full name), (name of court)	Sir ( <i>or</i> ) Madam	My dear Judge(surname)	Judge (surname)
King ( <i>or</i> Queen)	His (Her) Most Gracious Majesty, King, (Queen) (name)	May it please Your Majesty		<i>Initially, Your Majesty; thereafter, Sir (or Ma'am)</i>
Knight	Sir (full name), (initials of his order, if any)	Sir		Sir (given name)
Mayor	The Honourable (full name), Mayor of (city)	Sir ( <i>or</i> Madam)	My dear Mr ( <i>or</i> Madam) Mayor; <i>or</i> My dear Mayor (surname)	Mr ( <i>or</i> Madam) Mayor
Minister (Protestant)	The Reverend (full name)	My dear Mr ( <i>or</i> Dr, <i>if a D.D.</i> ) (surname)		Mr ( <i>or</i> Dr <i>or</i> , <i>if a Lutheran</i> , Pastor) (surname)
Monsignor (Roman Catholic)	The Right Reverend Monsignor (full name)	Right Reverend Monsignor (surname)		Monsignor (surname)
Nun	Sister (religious name), (initials of her order)	My dear Sister	Dera Sister (religious name)	Sister (religious name)
President (of the United States)	The President, The White House	Sir	My dear Mr Prsident	Mr President
Priest (Roman Catholic)	The Reverend (full name)	Reverend and dear Sir	My dear Father (surname)	Father (surname)
Prince ( <i>or</i> Princess)	His (Her) Royal Highness, Prince(ss) (given name)	Your Royal Highness	Sir ( <i>or</i> Madame)	Your Royal Highness
Rabbi	Rabbi (full name)	My dear Rabbi ( <i>or</i> Dr <i>if the holder of a doctor's degree</i> )(surname)		Rabbi ( <i>or</i> Dr) (surname)
Representative (of a state legislature)	The Honourable (full name), Member if – assembly (or other name of the legislature),	Sir ( <i>or</i> Madam)	My dear Mr ( <i>or</i> Ms) (surname)	Mr ( <i>or</i> Ms) (surname)
Senator (of the United States)	The Honourable (full name), United States Senate	Sir ( <i>or</i> Madam)	My dear Senator	Senator (surname)